# CBM logo

# CBM Quick Process Reference Guide (QPRG)

# for [insert name of process]

#### Process description

## Purpose of process

[insert content]

## Introduction and scope

[insert content]

## Key stakeholders in the process

[insert overview of key stakeholders. If required, a table with the stakeholder and responsibilities should be completed – see below]

|  |  |
| --- | --- |
| Stakeholder | Responsibility |
|  |  |

## Key process principles and considerations

[insert key process principles and considerations, if applicable]

## Specific situations

[insert specific situations covered by the QPRG, if applicable]

## Minimum requirements

[insert minimum requirements for the process, if applicable]

## Detailed process step and responsibilities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key process/Phase** | **Detailed process steps** | **Who** | **Participant stakeholders** | **Tools/Reference** | **Time/when** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Process Owner: [Insert name of the team]

Contact(s): [insert contact person(s) for the QPRG]

Approval: Director FaOD -Thorsten Schmidt; Endorsed by SteerCo Infrastructure Projects

Date of Approval: [insert DD.MM.YYYY of QPRG approval]

Last revised: [insert DD.MM.YYYY of last revision]

Version: [insert QPRG version]