*[Delete the blue instructional text. Substitute the items in brackets ([]) with the specific information for your procedure.*

**Purpose**

*[A brief overview of the purpose of the procedure; Specify when this procedure is applicable; Definitions or explanations of necessary concepts]*

# Prerequisites

*[Identification of activities that must be done before starting the task]*

# Warnings, Cautions, and Notes

*[Relevant warnings, cautions, and notes that apply to the entire procedure]*

# Trigger

*[What launches this procedure?]*

# Inputs

*[A list of materials the user will need to complete the task, which may include data, documents, passwords, additional software, and identification of drivers, interfaces, and protocols.]*

# Outputs

*[Are there any reports, forms, etc. that are produced as a result of this procedure?]*

# Roles

*[Who performs this procedure? Define any roles referred to in this procedure. Also include any roles that provide support for this procedure.]*

| Role/Organization | Responsibilities |
| --- | --- |
|  |  |

Table 1: Participant Roles & Responsibilities

# Business Rules

*[Are there any company policies that govern how you perform this procedure?]*

# Procedure Steps

*[Instructional steps shall use the imperative mood for the user’s action. Instructional steps shall indicate the expected result or system response. Instructional steps shall include or provide references to documentation of the acceptable range, maximum length, and applicable format, and unit of measurement of data fields for user-supplied data. Instructional steps shall include or provide references to explanations of error messages and recovery procedures.*

*Instruction steps shall be presented in the order of performance. Completion information for instructions shall indicate which the last step in the procedure is, how the user can determine whether the procedure has successfully completed, and how the user should exit from the procedure.]*

# Appendix A

*[Include checklists and references to additional information?]*