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| Keep Your Time |

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| Carla Machado  23-02-2013 |

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Table 1: List of Contribuitors

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| --- | --- | --- | --- | --- | --- |
| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
| 23-02-2013 | Creation of first draft | Carla Machado & Mário Oliveira | 0.1 |  | Draft |
| 08-03-2013 | Revision. Adding proprieties | Carla Machado | 0.2 |  | Draft |
| 08-03-2013 | Document ready for revision | Carla Machado | 0.2 |  | Ready for Revision |
| 08-03-2013 | Document Review | Rui Ganhoto | 0.2 |  | Ready for Revision |
| 08-03-2013 | Document is ready for approval | Carla Machado | 0.2 |  | Ready for Approval |
| 08-03-2013 | Approval |  |  | Filipe Brandão |  |
| 09-03-2013 | Approval |  |  | David Silva |  |
|  |  |  |  |  |  |
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Table 2: Version history

# Purpose

# Inputs and Outputs

# Inputs

# Outputs

# Activities

# Tools

# Related Processes

# Measures