# PURPOSE

{purpose}

# SCOPE

{scope}

{accountability}

# RESPONSIBILITY

{responsibility}

# REFERENCES

{references}

# DEFINITIONS

{definitions}

# PROCEDURE

|  |  |
| --- | --- |
| **Responsible** | **Action** |
|  | {#phases}{phase} {#cards} |
| **{responsible}** | {action} *Note: {notes}*  **Output: {output}** {/}  {/} |
|  |  |

# Appendices

## {appendices}

# REVISION HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **DCR #** | **Effective date** | **SUMMARY OF CHANGES** |
| 00 |  |  | New document |
| 01 |  |  |  |

1. XXXX