# Document Information

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| **Project name:** | The name of your project |
| **Date:** | Date of the last approved version of this document |
| **Author:** | Normally, the name and title of the Project Manager |
| **Owner** | Normally, the Project Board members |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

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| --- | --- |
| **Date** | **Name and Signature** |
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# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# The System

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| --- | --- |
| **Procedure:** | How are you going to manage Configuration Item Records |
| **Tools:** | Which piece of software or combination of them will be used for configuration management? |
| **Records:** | What are the fields needed for each Configuration Item Record? |
| **Reports:** | How are Product Status Accounts generated? |
| **Responsibilities:** | What are the responsibilities related to configuration management? |

**- - - - PRINCE2® Templates - - - -**

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