# 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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|  |  |
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# Notes

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

# Description

|  |  |
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| **ID:** | A simple number that is used everywhere to refer to this product. |
| **Title:** | A short title for the product. |
| **Purpose:** | How does this product serve the goal of the project? |
| **Composition:** | What are the building elements of the product? |
| **Derivation:** | Which sources will be used to create this product? |
| **Format and Presentation:** |  |
| **Development Skills Required:** |  |

# Quality

|  |  |
| --- | --- |
| **Customer Quality Expectations:** |  |
| **Acceptance Criteria:** |  |
| **Project-Level Quality Tolerances:** |  |
| **Acceptance Method:** |  |
| **Acceptance Responsibilities:** |  |

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