Document Analysis Log Template

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| **#** | **Document Name** | **Version Number** | **Date** | **Author** | **Source** | **Location** | **Accuracy/Currency** | **Relevant Information\*** |
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\*Record and categorize relevant information:

1. Current problem, issue, or constraint
2. Current policy, procedure, or process
3. Current regulation
4. Current business rule
5. Potential new requirement
6. Organizational objective or vision