DRAFT - IT Project Guidance

Documentation:   
How to Develop an Options Paper

Version:

0.1

## Description

<TODO>

## Synopsis

<TODO>

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## Introduction

BOSSCARD/ RAID: Background [], Objective, Options, Scope[In/Out], Stakeholders [Users], Constraints, Assumptions, Risks, Dependencies, Decisions, Deliverables.

  
Figure 1: TODO Image

### Heading Level 3

Foo

#### Heading Level 4

Bar

Table 1: TODO Table

|  |  |
| --- | --- |
| Foo | Bar |
| Foo | Bar |
|  |  |
|  |  |

Table 2: TODO Table 2

|  |  |
| --- | --- |
| Foo | Bar |
| Foo | Bar |
|  |  |
|  |  |

Appendices

Appendix A - Document Information

### Authors & Collaborators

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### Versions

* 1. Initial Draft

### Images

[Figure 1: TODO Image 3](#_Toc151448147)

### Tables

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### References

**There are no sources in the current document.**

### Review Distribution

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| Identity | Notes |
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### Audience

The document is technical in nature, but parts are expected to be read and/or validated by a non-technical audience.

### Structure

Where possible, the document structure is guided by either ISO-\* standards or best practice.

### Diagrams

Diagrams are developed for a wide audience. Unless specifically for a technical audience, where the use of industry standard diagram types (ArchiMate, UML, C4), is appropriate, diagrams are developed as simple “box & line” monochrome diagrams.

### Terms

Refer to the project’s Glossary.

##### IT

: acronym for Information, using Technology to automate and facilitate its management.

##### ICT

: acronym for Information & Communication Technology, the domain of defining Information elements and using technology to automate their communication between entities. IT is a subset of ICT.