1. **PROPOSAL BODY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Core Process: |  | Location: |  | |
| Project Name: |  | | | |
| Requester/Reason: |  | Last Revision: |  | |
| Objective and Problem: | | IN SCOPE | | OUT OF SCOPE |
|  | |  | |  |
| Project Goal: | |
|  | |

|  |  |
| --- | --- |
| Current Environment: | Benefits of Completion: |
|  |  |
| Alternatives Considered: | Preliminary Project Cost: |
|  |  |
| Risks: |
|  |
| Shutdown Required: | Is This the Result of an Incident? |
| If yes, what processes will require shutdown? | If yes, what are the related documents? |
| Owning Department Representative: |  |

1. **RELATED DOCUMENTATION**

|  |  |
| --- | --- |
| **Document Number** | **Document Title** |
| POL-Q-10600 | Documented Information |
| DB-SEC-[00000] | Documented Vulnerabilities |
| SOP-SEC-[00000] | Vulnerability Repair Procedure |
| SOP-SEC-[00000] | Vulnerability Mitigation Procedure |
| FORM-SEC-[00000] | Document Issue Procedure |

1. **REVISION HISTORY**

|  |  |  |
| --- | --- | --- |
| Date | Revision Details | Revision |
| 3/26/21 | First issue | 00 |
| 9/7/21 | Change document ID | 01 |
| 10/13/21 | Added Date and Time Printed: to the Footer, Added related documentation section | 02 |
| 6/22/22 | Added safety and tools sections, changed font type, added areas in brackets to clarify sections | 03 |
| 8/2/22 | Changed number spacing, changed document title to Procedure and Policy Template from Procedure Template, increased font size to 11 from 10 | 04 |