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| **BLUE TEXT**: Instructions regarding a document section. Remove the blue instructional before approving.  **RED TEXT**: Replace with Solution or Project specific content. Change the font color to black.  **BLACK TEXT**: Recommended language that can remain or be changed to meet the Project Team’s needs.  Using Templates   * Always retrieve the current template when creating new documents. * When modifying an existing document compare that document against the current template. Address any differences and update the document. * If certain sections of a template do not apply, enter “Not Applicable” beneath the Section Header and provide appropriate justification. Do not remove Section Headers. If all subsections under a higher level section are not applicable, remove the sub-section headers and include the justification under the remaining high level section header. For example, if there is a section 3, 3.1, 3.1.1, 3.1.2, and 3.2, and all are not applicable, remove the sections 3.1, 3.1.1, 3.1.2, and 3.2 and write Not Applicable” and the rationale under section 3. * If needed, add a section or sections to the appropriate area of the template. * Update the Table of Contents before circulating for approval. * Ensure the version number in the Page Header and the Revision History Table is correct * Ensure the Revision Date in the History Table is set to the date the document was last modified prior to routing for Approval. * Templates may be merged. If so, include all sections of each template.   **-- DELETE THIS INSTRUCTION BOX –** |

**APPROVALS**

Approves are applied manually or electronically. If approvals are applied manually, remove the sentence below, print the approver’s names in the table rows, and have the approvers sign in the table. If approvals are applied electronically, leave the sentence below. If approvals are applied, remove the text below, and print the approver’s names and have the approvers sign in the table.

This document has been approved electronically by the individuals identified in the following table

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| **Signature Role** | **Signature** |
| **Business Unit** |  |
| **IT Technical Unit** |  |

This document certifies that the Solution Version/Release # solution is fit for its intended use as stated in the purpose of the enter project plan reference.

Refer to the following document for the solution Validation Summary associated with this declaration:

* Project Summary documentation identifier, if any. Remove the sentence above if no summary has been created

The approvers, by affixing their signatures, endorse the declarations stated above and all deliverables created as per the plan, and any deviations from the plan.

Include or reference an overall summary of the project, all deliverables created as per the plan, and any deviations from the plan.

# REVISION HISTORY

| Version | Date | Description of Changes |
| --- | --- | --- |
| Enter version e.g. 1.0 | Enter date | Original document or Details of changes |