



DOCUMENT TITLE

Version 1.0 | Effective: M.D.YYYY | Revised: M.D.YYYY

Purpose

THIS IS A REQUIRED SECTION FOR EVERY DOCUMENT IN THE TCC DOCUMENTATION FRAMEWORK.

NOTE THIS "LITTLE PnP" DOCUMENT TEMPLATE IS DESIGNED FOR SHORTER SUBJECTS AND SIMPLE PROCEDURES IN SUPPORT OF HIGHER-LEVEL POLICIES AND REQUIREMENTS.

THE IDEAL DOCUMENT USING THIS TEMPLATE WOULD BE UNDER 5 PAGES LONG.

Scope

THIS IS A REQUIRED SECTION FOR EVERY DOCUMENT IN THE TCC DOC FRAMEWORK.

Background

THIS IS A REQUIRED SECTION FOR EVERY DOCUMENT IN THE TCC DOC FRAMEWORK THOUGH ITS LENGTH AND COMPLEXITY WILL VARY. THE CONTENT SHOULD ADDRESS THE CONTEXT AND APPROACH TO CREATING THIS DOCUMENT IN RELATION TO OTHERS IN THE TCC FRAMEWORK.

Procedures

THIS SECTION IS THE PRIMARY "GUTS" OF THE DOCUMENT, AND IS A REQUIRED SECTION FOR EVERY DOCUMENT IN THE TCC DOC FRAMEWORK.

PROCEDURES SHOULD USE DIRECT LANGUAGE AND ALSO AVOID PASSIVE VOICE.

WHERE POSSIBLE, EVEN THOUGH NOT EXPLICITLY CALLED OUT, PROCEDURAL STEPS SHOULD ADDRESS THE READER IN THE SECOND PERSON, WITH WHATEVER INTRODUCTORY INFORMATION IS NEEDED TO MAKE CLEAR WHO THE IMPLIED "YOU" IS IN THE PROCEDURE. FOR EXAMPLE, THE INTRO COULD SAY "THE FOLLOWING STEPS DESCRIBE THE REQUIRED ACTIONS TO BE PERFORMED BY THE PERSON IN THIS ROLE", AND THE STEPS WOULD INCLUDE LANGUAGE LIKE "1. DO THIS, 2. DO THAT, ETC.) AS OPPOSED TO DESCRIBING SOMETHING IN PASSIVE VOICE THAT RESULTS IN A LITERAL READING INDICATING ONLY THAT "SOMETHING HAPPENS".

Roles & Responsibilities

NOT USUALLY NEEDED IN THE "LITTLE PnP", AS THIS INFORMATION IS INTEGRATED INTO THE PROCEDURE STEPS. IF IT IS NEEDED FOR THIS SUBJECT, CONSIDER USING THE "BIG PnP" TEMPLATE.

Document History

MINOR REWRITES & FORMATTING CHANGES OR ERROR CORRECTIONS SHOULD BE DONE VIA A VERSION THAT INCREMENTS THE NUMBER TO THE RIGHT OF THE DECIMAL. WHOLE-NUMBER VERSIONS SHOULD BE RESERVED FOR MAJOR SUBSTANTIVE REWRITES.

IN THE BANNER AREA AT THE START OF THE DOCUMENT, "EFFECTIVE" DATE = THE ORIGINAL INITIAL PUBLICATION DATE OF V1.0 (WHICH SHOULD BE THE FIRST DATE IN THE HISTORY TABLE BELOW), THE "REVISED" DATE = THE DATE THE MOST RECENT REVISION IS BEING PUBLISHED AS APPROVED (WHICH SHOULD BE THE LAST DATE BELOW). THAT SAME VERSION NUMBER ALSO APPEARS UP FRONT. NO AUTHOR NAMES SHOULD APPEAR UP FRONT.

Version	Date	Action Taken	Action Taken By	Role
1.0	M.D.YYYY	Initial document creation	NAME	Writer
1.0	M.D.YYYY	Approved	NAME	Approver

Appendix - [REPLACE WITH HEADER OR DELETE WHOLE SECTION]

[INSERT CONTENT, SUCH AS AN EXAMPLE OF A CHECKLIST OR DATA ENTRY FORM THAT IS RELATED TO THE PROCEDURE.]

This [WHATEVER IT IS] is also available on the [WHEREVER IT IS LOCATED—SPELL OUT WHERE IN BASIC HIGH-LEVEL DESCRIPTIVE TERMS. AVOID USING ACTUAL HYPERLINKS, AS BROKEN LINKS DAMAGE THE INTEGRITY OF THE DOCUMENT AND HAPPEN ALL TOO OFTEN. USE DESCRIPTION SUCH AS "... available on the TCC intranet in the Resources section of the document library page"].