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| --- |
| Company Name |
| Product Description |
| [Type name of programme/project] |

Place your company logo here

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| Insert name of document author  Select date |

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**Document History**

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**Revision History**

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**Approvals and Sign-Off**

*This document requires approvals to be signed-off and released for live use*

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# Project ID

*Insert the unique identifier for this project.*

# Work Package ID

*Insert the unique identifier for this work package.*

# Product ID

*Insert the unique identifier for this product.*

*Note: For projects comprising multiple projects, a separate Product Description should be created for each one. This could be compiled as a table or spreadsheet.*

# Description and Purpose

*Describe the product and its purpose. This should include its scope, target and outline its principal function.*

# Composition

*Outline the composition of the product, what form it will take and how it will be delivered.*

# Derivation

*Describe the origin of the product and its development.*

# Format and Presentation

*Outline how the product will be formatted for delivery.*

# Delivery Responsibility

*Describe who is responsible for the product’s ultimate delivery.*

# Delivery Skills

*Describe the specific skills needed for delivery of this product.*

# Quality Criteria

*Describe the quality criteria that will be applied to the product. This will include the standards it adheres to, the accuracy of its information and how the quality of its presentation will be assured.*

# Test Plan

*Describe the test plan.*

# APPENDIX: [Product documentation – multiple documents]

*Include an extract from (or location of) the appropriate product documentation.*