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| --- | --- | --- | --- |
| Project/Tranche/Programme name | *Delete as appropriate* | | |
| Date: |  | | |
| Author: |  | | |
| Document reference: |  | Version: |  |

## Revision History

|  |  |  |
| --- | --- | --- |
| Date | Summary of changes | Version |
|  |  |  |
|  |  |  |

**Approvals**

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| --- | --- | --- | --- |
| Name | Version | Date | Signature |
|  |  |  | *The signature of the person authorising distribution.* |
|  |  |  |  |

**Distribution**

|  |  |  |  |
| --- | --- | --- | --- |
| Distributed to: | Version | Date | Signature |
|  |  |  |  |
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*This template is a suggestion for a configuration item. In the generic* [*product information document*](https://www.praxisframework.org/en/method/product-documents)*, Praxis defines 28 potential fields that can be spread across five different documents. The exact make-up of product documents should be tailored to the context of each project or programme.*

|  |  |
| --- | --- |
| Identifier | A unique identifier that may be made up of components such as a project or programme code; product code; version number and so on. |
| ****Description**** | A description of the product possibly including its purpose and how it fits into the overall output. |
| ****Owner**** | If the product is a deliverable then the owner will be the stakeholder to whom the product is handed over. Otherwise it will be a member of the management team who is responsible for accepting the product before it is integrated into the output as a whole. |
| ****Descriptive cross references**** | Links to other documents that provide further information about the product, e.g. [risk register](https://www.praxisframework.org/en/method/risk-register), [stakeholder register](https://www.praxisframework.org/en/method/stakeholder-register), [lessons log](https://www.praxisframework.org/en/method/lessons-log) etc. |
| ****Developer**** | The person, team, department or contractor that is responsible for the development of the product. |
| ****Test dates**** | The planned and forecast dates for most testing or review activities are entirely dependent upon a delivery schedule that is being updated on a regular basis. To avoid duplication of effort, the planned and forecast dates may simply be covered by a cross-reference to the appropriate delivery plan. Such cross-references may be supplemented with information such as “product must be tested within one week of completion”. |
| ****Test results**** | The results of quality control could be a simple as a pass/fail or extensive test data. Either way, the consequence of the test results should be documented. If the quality is acceptable the product may be passed on for integration with other products or it may be handed over to the owner.  If the quality is unacceptable the product may be reworked or discarded. In some circumstances it may be possible or necessary to accept a product that has not met its criteria but that is a decision that will have to be made by the sponsor. |
| ****Development cross references**** | Typically, these cross-references will be to delivery plans that show the context of the planned and actual dates. |
| ****Current** **version**** | An identifier indicating the most recent version of the product. The [configuration management](https://www.praxisframework.org/en/knowledge/configuration-management) section of the [scope management plan](https://www.praxisframework.org/en/method/scope-management-plan) will define the system for incrementally labelling the versions of a product. |
| ****Status**** | A classification of the current status as defined in a configuration management plan, e.g. in development, under review, approved, handed over etc. |
| ****Date of last change**** | When the latest version of the product was released for test or handover. |
| ****Previous versions**** | When the date of the latest version is recorded, it does not replace previous dates. Each ‘current version’ identifier and ‘date of last change’ remain in the document to show the product’s development timeline. |
| ****Location**** | Where the item is situated or stored. This is applicable to a ‘soft product’ such as an electronic file or a physical component that can be moved around prior to installation. It is not relevant to products that are built in to the overall output, such as the foundations of a building or the keel of a ship. |
| ****Current holder**** | The current version of a product may be with the original producers or a test team. Where the product is a physical and uncopiable this is simply useful information.  In the case of electronic files (documents or computer code for example) where a download or email attachment creates a copy, it is vital to understand who has the sole authority to work on the product. This is essential to ensure that there are not multiple people making simultaneous changes to a product |
| ****Relationships**** | This section explains how the product works with other products. It is the key field when assessing a change request as it identifies how a change to this product may affect other products. |