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

## Revision History

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

**Approvals**

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

**Distribution**

|  |  |  |  |
| --- | --- | --- | --- |
| Distributed to: | Version | Date | Signature |
|  |  |  |  |
|  |  |  |  |

*This template is a suggestion for a product register. 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. |
| ****Title**** | The name by which the product is known. |
| ****Description**** | A description of the product possibly including its purpose and how it fits into the overall output. |
| ****Composition**** | For a simple product, this section may be enough to describe the components and nature of the product. More complex products will need cross references to technical specifications. |
| ****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. |
| ****Quality criteria**** | These are the quality criteria that will be tested in quality control. This could be references to external quality standards, criteria unique to the product or a combination of both. |
| ****Quality tolerances**** | For each quality criterion the range of measurements within which the product would be acceptable should be listed. |
| ****Quality control methods**** | The control methods that should be used will be defined here. These could range from qualitative user reviews to mechanical inspection and statistical analysis. |
| ****Quality control responsibilities**** | The individuals or groups that are responsible for implementing the quality control methods. |
| ****Delivery cross references**** | Typically, these cross-references will be to delivery plans that show the context of the planned and actual dates. |