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| --- | --- | --- | --- | --- | --- |
| Client Section | | | | | |
| Requestor: | |  | Business Area: |  | |
| Change Request Date: | |  | Project Name: |  | |
| Change Urgency: | |  | Project Manager: |  | |
| Change Description: | | | | | |
| Reason for Change: | | | | | |
|  | | | | | |
| Your company Section | | | | | |
| Program Manager: |  | | Project Name: | |  |
|  |  | | Issue ID: | |  |
| Quote Date: |  | | Quote Expiration: | |  |
| Changes from previous version: | | | | | |

Table of Contents

[1. Customer Reference Document 3](#_Toc401495374)

[2. Your Company Reference Document 3](#_Toc401495375)

[3. Definitions 3](#_Toc401495376)

[4. Project Assumptions 4](#_Toc401495377)

[5. Project Perequisites from customer 4](#_Toc401495378)

[6. Scope 4](#_Toc401495379)

[7. Testing Protocol 4](#_Toc401495380)

[8. Project Estimated Duration 4](#_Toc401495381)

[9. Project Milestones 5](#_Toc401495382)

[10. Project Cost and Payment Schedule 5](#_Toc401495383)

[11. Approval Signatures 6](#_Toc401495384)

# Customer Reference Document

| Name of the Document | Reference | Date | Revision |
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# Your Company Reference Document

# Definitions

**ALPHA version**: Alpha versions are intended for starting the development process on Customer’s side. They are not subject to the full QA process and potentially not fully feature complete. Alpha versions are for development and prototyping only and not for product re-distribution.

**BETA version**: Beta versions are targeted to be feature complete but have not yet been subject to the full QA process. They are meant to be able to complete the technical integration and show all available features. They are not meant for product re-distribution.

**FINAL version**: Only a final version has been subject to the full QA process. These feature complete and stable version is meant for production and re-distribution in Customer’s products. This version is also termed “Production Intent” version throughout this document.

# Project Assumptions

# Project Perequisites from customer

|  |  |
| --- | --- |
| Description | Due Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Scope

# Testing Protocol

# Project Estimated Duration

Overall project estimated duration: 6 months.

Start day: Tentatively scheduled for February 1st, 2013

# Project Milestones

**Note:** Actual Milestones dates will be defined when project officially starts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone | Owner | Description | Date | Assumption |
|  |  |  | TBD |  |
| MT0 |  |  | TBD |  |
| M1 |  |  | TBD |  |
| M2 |  |  | TBD |  |
| M3 |  |  | TBD |  |
| M4 |  |  | TBD |  |
| M5 |  |  | TBD |  |
| M6 |  |  | TBD |  |
| M7 |  |  | TBD |  |

# Project Cost and Payment Schedule

# Approval Signatures

---------------------------------------------- ----------------------------------------------

Date Date

---------------------------------------------- ----------------------------------------------

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Date

----------------------------------------------