****

***Document Title***

**Service Name:** *Service Name*

**Department:** IT Services

**Document Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **2015-01-01** | **Review Date** | **Draft** |
|  | **Document Owner(s)** | **Project/Organisation Role** | |
| **Author** | *Author name* |  | |
| *Owner* | *Owner name* |  | |
| *Client* | *Project name* |  | |
| *Authorisation* |  |  | |

**Distribution and Sign off List**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Category** |
| *Signoff party name #1* | *Role* | *Category – e.g. For Information, Review, Sign off* |
|  |  |  |

**Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| *0.1…* | *Date created* | *Author of Change* | *What happened – e.g. document created* |
|  |  |  |  |
|  |  |  |  |

Table of Contents

[1 Purpose 3](#_Toc350262534)

[2 Background 3](#_Toc350262535)

[3 Approach 3](#_Toc350262536)

[4 Content… 3](#_Toc350262537)

[5 More sections… 3](#_Toc350262538)

[6 Proposals… 3](#_Toc350262539)

[7 Conclusion 3](#_Toc350262540)

# Purpose

# Background

# Approach

# Content…

# More sections…

# Proposals…

# Conclusion