### Purpose: <Add purpose for this process>

### Entry Conditions: <add conditions that must exist in order to start this process>
- 
- 
- 
- 

### Exit Conditions: <add conditions that must exist in order to exit this process>
- 
- 

### Input:
- List all required (mandatory) inputs you must have in order to start this (i.e. template, organization policy...)
- ...
- ...

### Process Steps:
- 1.1 List all steps in performing this process
- 1.2 ...
- 1.3 ...

### Output:
- 1.1 List what should be the outputs from this process. Use the numbering to identify the output from a specific process step.
- 1.2 Output from step 1.2
Roles and Activities: <identify the activities for each role> Check the page footer for list of step activity definitions.

<table>
<thead>
<tr>
<th>Role</th>
<th>1.1 1st Step</th>
<th>1.2 2nd Step</th>
<th>1.3 …</th>
<th>1.4 …</th>
<th>1.5 …</th>
<th>1.6 …</th>
<th>1.7 …</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Monitor</td>
<td>Monitor</td>
<td>PERFORM</td>
</tr>
<tr>
<td>Systems Engineer</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
</tr>
<tr>
<td>Hardware Engineer</td>
<td>Participate</td>
<td>Participate</td>
<td>Provide Input</td>
<td>Provide Input</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
</tr>
<tr>
<td>Inter-disciplinary team</td>
<td>PERFORM</td>
<td>PERFORM</td>
<td>PERFORM</td>
<td>PERFORM</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
</tr>
<tr>
<td>Test Manager</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
</tr>
<tr>
<td>Configuration Manager</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
</tr>
<tr>
<td>Configuration Control Board</td>
<td>N/A</td>
<td>Monitor</td>
<td>Monitor</td>
<td>Monitor</td>
<td>Monitor</td>
<td>Monitor</td>
<td>Monitor</td>
</tr>
<tr>
<td>Quality Assurance Specialist</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>PERFORM</td>
<td>PERFORM</td>
<td>Participate</td>
</tr>
<tr>
<td>Development Lead</td>
<td>N/A</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
</tr>
<tr>
<td>Senior Management</td>
<td>APPROVE</td>
<td>APPROVE</td>
<td>Monitor</td>
<td>Monitor</td>
<td>Monitor</td>
<td>Monitor</td>
<td>REVIEW</td>
</tr>
</tbody>
</table>

Note: Key functions are shown in **BOLD**.

The activities are defined as:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DEFINITION</th>
<th>ACTIVITY</th>
<th>DEFINITION</th>
<th>ACTIVITY</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVE</td>
<td>Approval authority</td>
<td>PARTICIPATE</td>
<td>Active involvement</td>
<td>REVIEW</td>
<td>Review for comment</td>
</tr>
<tr>
<td>MONITOR</td>
<td>Oversight of step or step accomplishment</td>
<td>PERFORM</td>
<td>Responsible for step accomplishment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Not Applicable</td>
<td>RECORD</td>
<td>Record in minutes/action item log</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Methods and Tools:** (machines, tools, methods, forms, worksheets, checklists, etc.)
<List the methods and tools required to perform this process.> Examples:
- Software Engineering Environment (SEE), including office automation tools (e.g., Microsoft Word, Excel, Project, Power Point)

**Measurements**¹: (process metrics — that is, measurements of process effectiveness)²
<List the desired list of metrics to track for this process> Examples:
- Effort expended on quality activities
- Number of discrepancies discovered

**Reviews:** (peer or management reviews that are required)
<List the desired list of reviews which are required for this process> Examples:
- Senior management reviews
- Project management reviews
- QA product audits
- QA process reviews

**Training:** (also, any orientation, mentoring, coaching)
<List the training needed to perform this process>
- TBD

**References:** (standards, policies, procedures, etc.)
<List the references used to perform this process>
- TBD

¹ Some of these measurements are product measurements and must be combined with other information to obtain a process measurement.
² This is a list of possible measurements.