



PMC-TEMP-01 INCOSE Policy Template – 16 October 2020

XXX-123: Policy Title – Date of Approval (PMC Chair includes)

- XXX per Policy Functional Area Designator Conventions (Table 1) in PMC-101
- 123 sequentially in the 100's per PMC-101 (i.e., 100, 101, 102, 103, etc.)

POLICY WRITING NOTES:

- Ideally 1 page, rule of thumb 2 pages (if more pages, consider more than 1 policy)
- Expected to be enduring (that is, static not dynamic information)
- Use US English
- Style: Chicago Style
 - o Overview: https://en.wikipedia.org/wiki/The_Chicago_Manual_of_Style
 - o Sample: http://gcd.edu/wp-content/uploads/2013/09/Chicago_Style_Example_Paper_Footnotes.pdf

Purpose

Have a purpose statement / preamble (concise statement of the rationale of the policy).

Applicability

A statement of who the policy applies to.

Definitions

Any specific definitions related to the policy.

Policy Content

The specific content of the policy.

(Optional) Consequences of Non-Compliance

A statement of what happens with non-compliance.

Related Policies

Provide a listing of the related policies and why they are related.

Related Procedures, Templates, and Forms (Optional)

Provide a listing of the related procedures, templates and forms and why they are related.

Only included if it is considered critical for general public knowledge, e.g., travel & reimbursement, grievances, etc.



SUPERSEDES: Previous XXX-123 dated Date of last approval (PMC Chair does)

APPROVED BY: INCOSE Board of Directors – Date (PMC Chair does)

POLICY OWNER (RACI Responsible R): Policy Owner by Title

MAINTAINED BY (RACI Accountable A): INCOSE Officer or Director by Title

For PMC-TEMP-01 INCOSE Policy Template

PMC-TEMP-01: INCOSE Policy Template (September 9, 2020)

A policy template when creating and updated policies.

SUPERSEDES: PMC-TEMP-01, dated 12 July 2018

APPROVED BY: INCOSE PM, 9 September 2020

TEMPLATE OWNER (RACI Responsible R): PMC Chair

MAINTAINED BY (RACI Accountable A): President-Elect