

Management System: Requirements Management

Subject Area: Document Control Management

Exhibit 5 - Program Description Guidelines

Issue Date: 08/21/14

CBC MS Revision: 1

The Environmental Management Consolidated Business Center (EMCBC) Program Description Template (Microsoft Word) provides the structure for documenting your Program Description. Copy the template into a local folder on your computer.

A. Header Information

The header section identifies the Management System, the Subject Area, the Management System Owner, and the Subject Matter Expert. It also records the creation and modification dates. Details to capture include:

Management System: Enter the Management System Title.

Subject Area Title: The title should be intuitive and easy for users to find in an alphabetical list and should use an action verb (e.g., Managing the Integrated Safety Management Program).

Issue Date: Leave blank during reengineering. This section will ultimately show the month and year this Subject Area is published online in the EMCBC MS.

Revision Number: Leave blank, the EMCBC MS Coordinator will add the revision number.

Management System Owner: Enter the name of the Management System Owner in this section.

Subject Matter Expert: List the name and title of the individual appointed as the Subject Matter Expert.

B. Content Information

This section describes the Program Description. The section headings below are given as an example, but a Program Description need not adhere to this organization.

- Avoid jargon and emphatic type (i.e., bold, underlines, italics).
- Use active voice (“The dog attacked the boy” not “the boy was attacked by the dog”).

- Spell out initialisms and acronyms when they initially appear in the Subject Area description.

1. Purpose/Introduction

State the purpose, objective, applicability and any other introductory information.

2. Policies

Name any policies the Program Description addresses.

3. Roles and Responsibilities

List all management and staff positions with the EMCBC that have defined responsibilities within the Program Description. Any committees and councils that are involved in the operation of the Program Description should also be identified.

Example:

1. **In the first column list:**

1. EMCBC senior management positions (Director, Deputy Director, Assistant Director) that have a role in operation of the Program.
2. The management position with overall responsibility for the Program.
3. Staff position(s) responsible for developing, operating, and using the Program Description to ensure it meets the needs of the EMCBC.

2. **In the second column,** describe the specific responsibilities of each position as they relate to the Program Description.

4. Approach

Develop paragraphs that provide overview of how the program works, what organizational elements are involved, and how the organizational elements interact to make the program work.

5. Requirements

List specific requirements governing this Program Description.

6. Supporting Management Systems, Subject Areas, and Procedures

EMCBC MS documents (e.g. Management System Descriptions, other Program Descriptions, Subject Areas, procedures) that reference or support the Program Description.

7. Exhibits

List each chart, diagram, checklist, and form which supplements the Program Description. Provide a Word and electronic copy of each Exhibit/Form when the Program Description is provided to the EMCBC MS Coordinator for initial editing and conversion to web format. For usability, forms should be fillable.

8. Definitions

First, check the definitions page within the Management System Description. If there is a need to add additional items, define all relevant terms used in this Program Description. List terms in alphabetical order as they will be listed to the master Definitions Page.

9. As the last page, add the “EMCBC Record of Revision”

EMCBC RECORD OF REVISION

DOCUMENT TITLE:

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
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EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Program Description Guidelines**

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Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Guidelines		7/21/12
1	Updated	All	8/21/14