<Name of the procedure> Procedure

NIMD

Date – [Draft/Final]

Procedure NIMD

1. Introduction

<Explain the aim of this document and the reason why the processes it describes is necessary. Please include any relevant background information>

2. Purpose

<Describe what procedure is trying to achieve or what result would represent a successful completion>

3. Scope

<What areas of NIMD are affected by this procedure?>

4. Definitions

<Explain the most important definitions>

5. Roles & Responsibilities

<Identify the person and their primary role in the process. Include how their responsibility relates to the procedure. Specify contact details if necessary>

6. Process description

<Describe the steps to perform the procedure. It is possible to enter the flowchart. Please use Visio for this>

7. References

<List the resources that might be useful when performing the procedure. For example, is the procedure part of a policy?>