|  |  |
| --- | --- |
|  | |
| **Procedure** | |
| **[Procedure Name]** | |
| **Governance** |  |
| Authority: | Be sure to add the appropriate authority, such as department name  Example: Office of the Chief Information Officer |
| Audience: | Clearly define the audience  Example:  All staff, contractors, consultants, partners, students, temporary workers, volunteers, vendors, agents, third parties and other persons working on behalf of the Office of the Chief Information Officer. |
| Compliance Level: | Mandatory or Recommended |
| Issuing Public Body: | [Pubic Body Name] |
|  | [Branch] |
|  | [Division] |
| Original Issue Date: | yyyy-mm-dd |
| Date Last Reviewed: | yyyy-mm-dd |
| Dept. Reference: | DOCXXX |
| Version Number: | XXXX |

Notice:

[Add a notice here for accessibility or other areas you wish to highlight]

This document is available in alternate format. Please contact [XXX@gov.nl.ca](mailto:XXX@gov.nl.ca).

Forward questions and/or comments related to this document to [XXX@gov.nl.ca](mailto:XXX@gov.nl.ca).

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# Overview

Sample Text

Provide Definition for Procedures as it is no longer on the cover page.

Note that using Heading 1 will always start a New Page

# Purpose

Add content

# Definitions and Acronyms

<Add required definitions here if needed>

**Word or Concept** – definition

The below table includes common abbreviations used by [XXX] as well as acronyms found within this document.

| Abbreviation | Description |
| --- | --- |
| IM | Information Management |
| MOIA | Management of Information Act |
| OCIO | Office of the Chief Information Officer |
|  |  |
|  |  |

# Requirements

Paragraph content

Fonts are a Sans Serif 12pt minimum to meet Accessibility requirements.

Heading 1 Font is Calibri 16pt Bold

Heading 2 Font is Calibri Light 12pt Bold

Heading 3 Font is Calibri Light 12pt Bold

Paragraph and Table Font is Calibri Light 12pt

* Bullet content
  + Next level bullet content

Sample Table format

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

## Task/Step 1

## Task/Step 2

### Sub Task/Step, etc.

# Roles and Responsibilities

< Add Employee>

< Add Dept. >

# Compliance and Enforcement

< add if there is a compliance component >

# Supporting Materials and Version History

Supporting Materials

Below is a listing of supporting materials hyperlinked to the published location.

Version History

The table highlights the version history of this document including date issued and version number.

| Date (yyyy-mm-dd) | Version |
| --- | --- |
|  |  |
|  |  |
|  |  |

# Appendices

Preferred method to manage Appendices is to link to external documents referenced versus embedded within the document.

## Referenced here but managed as separate documents

Example:

Appendices listed below directly relate to the [Procedure Name] and are published independent of this procedure on the [Location].

| Appendix | Title |
| --- | --- |
| A | Sample Appendix |
| B |  |
| C |  |
| D |  |
| E |  |