

FARS Doc 1

Scope

{Define the scope of the document -- what it covers and what it does not cover.}

This procedure covers

This procedure does not cover

System References

{List the Oracle application screens that are referenced in the document.}

Policy

{List all policy statements that pertain to this activity.}

Responsibility

{Describe the primary responsibilities for each actor in the procedure.}

The Job Title is responsible for

Distribution

Ownership

The Job Title is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

Activity Preface

{Describe the trigger, or circumstance, that initiates this activity.}

This activity is performed whenever

{If the procedure includes a generic actor, identify the equivalent job titles below. For example:}

The job title Generic Actor refers to the following:

- Job Title
- Job Title
- Job Title

This procedure continues from:

Procedure Title [PRO#####]

Job Title

{Identify the actor associated with task #1, above. Use a valid job title. If multiple actors apply, use a generic actor (such as Requester) or list all of the applicable job titles. Separate multiple job titles with commas.}

{Begin writing tasks below. Be sure you use the Task 1 style for all primary tasks.}

- 1.
- 2.

End of activity.