|  |  |
| --- | --- |
| **Conceptual Process Design**  |  |
| **Project / Project ID** | <Project Name> |
| **Author** | <Author> |

<Title>

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# Introduction

<Text>

## Introduction the Conceptual Process Design Document

<Text>

## Referred Artifacts

In this section, all artifacts relevant to the document at hands are listed by type and detailed instance information, such as description, path, or version.

|  |  |  |
| --- | --- | --- |
| **Artifact Type** | **Version** | **Further Information** |
| Process Requirements |  | <The requirements on which the conceptual design is based> |
| Technical Process Design |  | <The technical concept, which deals with the actual implementation> |
| Process Life Cycle Support |  | <The process-supporting aspects, e.g. complementary processes> |
|  |  |  |

# Principles

<Text>

# Goals of the SPI Project

<Text>

## Goal 1: <goal>

<Text>

## …

<Text>

## Goal N: <goal>

<Text>

# Overview of the Planned Adaptations

<Text>

## Organization and Role Model

<Text>

### New Roles

<Text>

### Customized Roles

<Text>

### Removed Roles

<Text>

### Grouping and Categorization of Roles

<Text>

## Artifact Model

<Text>

### New Artifacts

<Text>

### Customized Artifacts and Contribution to existing Artifacts

<Text>

### Removed Artifacts

<Text>

### Dependencies among Artifacts

<Text>

#### Artifact-Artifact-Dependencies

<Text>

#### Artifact-Role-Assignment

<Text>

#### Artifact-Process-Part-Assignment

<Text>

## Process Model

<Text>

### New Process Parts

<Text>

### Customized Process Parts

<Text>

### Removed Process Parts

<Text>

### Overall Process

<Text>

#### Bird’s Eye Perspective

<Text>

#### Milestones, Quality and Decision Gates

<Text>

#### Milestone-Artifact-Assignment

<Text>

#### Milestone-Process-Part-Assignment

<Text>

# Additional Requirements

<Text>

## Process Documentation

<Text>

## Supporting Material

<Text>

## Tailoring

<Text>

# Requirements Tracing

<Text>

# References

1. <Ref>

# Appendix

<Text>

## Appendix to the Conceptual Process Design Document

<Text>

## History

Log all changes and each piece of work to document progress and changes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Author** | **Version** | **Further Information** |
|  |  |  |  |
|  |  |  |  |

## Quality Assurance

<Text>