

SEPG Document 30 v5 : Response Package Template

Project Title:	
File name and version:	Software class:
Project/Job order number:	Software manager:
Requestor: (include contact address/phone)	
Schedule start date:	Schedule end date:

Use this section to describe the response in full and/or refer to other documents and plans	
Background and objectives: (include any parent project or user requirement references)	
 Risks: (include risk identification, analysis, and planning information for identified risks. See NASA Program and Project Management Processes and Requirements [18], section 4.2, and guidance given in the Continuous Risk Management Guidebook [19].)	
 Products: (include project phase output deliverables)	
 Resources: (include cost and resource estimates and name of approving manager(s))	
 Change control: (specify how changes to this document and the user requirements will be requested, dispositioned, implemented, and tracked)	
Prepared by: (signature)	Date:
Supervisor or Branch Head: (signature)	Date:
Requestor: (signature)	Date:

Note: Additional information can be referenced or attached