**Glossary Document**

AGENCY NAME

PROJECT NAME

[Publish Date]

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# Using this Template

This template contains “suggested language” and assumes that the author of this document will make appropriate additions, deletions, and changes for their specific project needs.

To create a document from this template:

* Replace [bracketed text] on the cover page, in the header, and throughout the document with your project and agency information by filling in the [bracketed text] area in the document text. Filling in the information once, will propagate that field throughout the document.
* Complete the entire template making all necessary adjustments
* Each section contains abbreviated instructions (**Green Font**) and an example using (**Black Font**).
* Delete this “Using This Template” page.
* Update the Table of Contents by clicking on the “References” tab, selecting “Update Table”, then “Update Entire Table” and click “Ok”.
* Save.

To provide any suggested improvements or corrections, please email [TBSM.info@tn.gov](mailto:TBSM.info@tn.gov).

# Revisions

| Revision | Description of Change | Author | Effective Date |
| --- | --- | --- | --- |
| v1 | Initial document upload to TBSM intranet site | BSD Team | 09/28/12 |
|  |  |  |  |
|  |  |  |  |

# Introduction

Glossaries are developed to document any key business terms along with their definitions. It is a best practice to start your business glossary immediately during that project’s inception and to keep it updated throughout the project life cycle.  Much of the information that goes into the glossary will be a result of your business, stakeholder, solution and transition requirements development efforts.

# Glossary

A suggested example of a glossary is represented below. At a minimum the glossary should contain the term, definition, and alternate names or acronyms in use. Other columns may be added such as a form or report id, reference to law or policy, and the person who added the term to the glossary.

| **Term** | **Definition** | **Aliases** | **Form or Report ID** | **TCA/Federal Law** |
| --- | --- | --- | --- | --- |
| Occupational Safety and Health Administration (OSHA) Injury and Illness Incident Report | The "Tennessee First Report of Work Injury" (FROI) is an allowable substitute for the Occupational Safety and Health Administration (OSHA) 301 form "Injury and Illness Incident Report". OSHA requires employers to maintain a copy of either the First Report or the OSHA 301 on site and available to Tennessee Occupational Safety and Health Administration (TOSHA) representatives. |  | OSHA 301 |  |

# Acceptance

(This section should be modified for best application to specific projects. Include all project team members that should have some level of authority regarding document review and approval.)

Approved by:

Date:

<Approvers Name>

PROJECT NAME Executive Sponsor

Date:

<Approvers Name>

PROJECT NAME Business Sponsor

Date:

<Approvers Name>

PROJECT NAME Project Director/Manager

Date:

<Approvers Name>

PROJECT NAME Stakeholder