**Good Practice Guide Governance Form – Document Name**

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| **Name of Document:** |  |
| **Document Number:** |  |
| **Author/s:** |  |
| **Background to Document and Document Objectives** |  |

| **Development**  **Chronology** | **Date completed** | **External Cost** | **Comments Including Summary of Actions Taken** |
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**Progress Tracker**

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| **Document Progress Summary** | | | |
| **Planned issue date:** |  | | |
| **Current Expected issue date:** |  | | |
| **Status:** | Green  on target | Amber some delays | Red significant delays |
| **If status is red state the reasons for the delays and the actions that are being taken to recover:** |  | | |
| **Any additional comments/outstanding issues:** |  | | |

**Governance Group Approval**

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| **Approved by UKOPA Document Governance Group for Publication** |
| Approved by:  Date:  Signature: |