



PRODUCT COMPONENT TEMPLATE

DEFINITION

<i>Name</i>	Microsoft Office Standard/Professional
<i>Description</i>	Microsoft Office Professional is a suite of products including Word, Excel, PowerPoint, Access, Publisher, and Outlook that allow for the creation, modification and distribution of documents, presentations and databases.
<i>Rationale</i>	Microsoft Office Professional provides tools and technologies to help IT managers deploy, administer, and maintain Microsoft Office technologies, while empowering employees to do their jobs more effectively.
<i>Benefits</i>	<ul style="list-style-type: none"> • Enables Employees to exchange and use data from a variety of different sources • The ability to protect sensitive files and email • Helps employees organize, find, and prioritize their business communications • Improved performance and user connectivity to e-mail • Widely used and is compatible with most applications

ASSOCIATED ARCHITECTURE LEVELS

<i>Specify the Domain Name</i>	Application
<i>Specify the Discipline Name</i>	Development Tools
<i>Specify the name of the associated Technology Area</i>	Office Productivity Tools

KEYWORDS

<i>List Keywords</i>	Microsoft Office, Office, Documents, Spreadsheets, Database, Email
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VENDOR INFORMATION

<i>Vendor Name</i>	Microsoft	<i>Website</i>	http://www.microsoft.com/office
<i>Contact Information</i>			

POTENTIAL COMPLIANCE SOURCES

<i>Name</i>		<i>Website</i>	
<i>Contact Information</i>			
<i>Name</i>		<i>Website</i>	
<i>Contact Information</i>			

COMPONENT REVIEW

<i>List Desirable aspects</i>			
<i>List Undesirable aspects</i>			
<i>Operating System</i>		<i>Platform</i>	

ASSOCIATED COMPLIANCE COMPONENTS

Product

<i>List the Product-specific Compliance Component Names</i>	
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Configuration Links

<i>List the Configuration-specific Compliance Component Names</i>	
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COMPONENT CLASSIFICATION

<i>Provide the Classification</i>	<input type="checkbox"/> <i>Emerging</i> <input checked="" type="checkbox"/> <i>Current</i> <input type="checkbox"/> <i>Twilight</i> <input type="checkbox"/> <i>Sunset</i>
<i>Sunset Date</i>	

COMPONENT SUB-CLASSIFICATION

Sub-Classification	Date	Additional Sub-Classification Information
<input type="checkbox"/> <i>Technology Watch</i>		
<input type="checkbox"/> <i>Variance</i>		
<input type="checkbox"/> <i>Conditional Use</i>		

RATIONALE FOR COMPONENT CLASSIFICATION

<i>Document the Rationale for Component Classification</i>	
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MIGRATION STRATEGY

<i>Document the Migration Strategy</i>	
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IMPACT POSITION STATEMENT

<i>Document the Position Statement on Impact</i>	
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AGENCIES

<i>List the Agencies Currently Utilizing this Product</i>	
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CURRENT STATUS

<i>Provide the Current Status</i>	<input type="checkbox"/> <i>In Development</i> <input type="checkbox"/> <i>Under Review</i> <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Rejected</i>
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AUDIT TRAIL

<i>Creation Date</i>	6/21/2005	<i>Date Approved / Rejected</i>	8/9/05
<i>Reason for Rejection</i>			
<i>Last Date Reviewed</i>		<i>Last Date Updated</i>	
<i>Reason for Update</i>			