

**Portico Documentation and Policy Review Cycle**

**1. Policy Statement**

1.1. Portico will review and update its documentation and policies on a regular basis.

**2. Implementation Examples**

2.1. Training materials are updated in advance of scheduled training sessions.

2.2. Operational documentation is updated on an as needed basis.

2.3. Systems documentation is updated as a part of every significant systems modification.

2.4. Format documentation, such as format action plans and turn over documents, will be updated through the normal course of operations as situations and needs are discussed and resolved.

2.5. Policies will be reviewed at least every other year and will be updated as needed in between official review periods. They are reviewed by the product manager and will be reviewed during the regular tech/ops meetings.

**3. Document History**

3.1. Approved by: Amy Kirchhoff

3.2. Last Review Date: 7/28/2009

3.3. Reviewed by: Stephanie Orphan, Sheila Morrissey

3.4. Change history:

<b>Version</b>	<b>Date</b>	<b>Change</b>	<b>Author</b>
0.1	7/23/2009	Drafted.	Amy Kirchhoff
1.0*	7/28/2009	Updated with Stephanie’s modifications.	Amy Kirchhoff
1.1*	8/5/2009	Added reviewed by line.	Amy Kirchhoff

\* An approved version of this document.