[Title] Glossary

Document Information

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| **Document Title** |  |
| **Document Owner** |  |
| **Version** |  |
| **Status** |  |
| **Date** |  |

This template provides two options for organizing the list of terms. Select the option that works best for your situation and delete the other option.

Terms should be listed in alphabetical order. Consider adding separate entries for aliases if they are not easily found by browsing the glossary.

# List of Terms (Option 1)

Use the “Heading 2” style for each new term. Use “Heading 3” styles for aliases and related terms, if necessary.

## Term

Definition – define the term in 1-2 sentences. Focus on using business language.

### Aliases

List aliases – terms commonly used in your organization to refer to the same concept as this term defines. For example, an alias for “website” might be “web portal”.

### Related Terms

List related terms such as terms referred to in the definition, terms sometimes misused to refer to this concept, or terms or other related concepts. For example, your organization might have separate definitions for “website” and “intranet” and some people might use the same words with different intended meanings.

# List of Terms (Option 2)

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| **Term** | **Definition** | **Aliases** | **Related Terms** |
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Revision History

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