Internal Document Templates Directory

Overview

This directory provides a central list of standardized document templates used across Quantum Dynamics. Using these templates ensures consistency in communication, streamlines workflows, and maintains professional standards. All templates are available in the Templates folder on SharePoint.

How to Use This Directory

1. Browse the categorized list below to find the appropriate template
2. Access the template via the provided SharePoint link
3. Save a copy before editing (File > Save As)
4. Complete all required fields and remove instructional text
5. Follow department-specific approval processes if applicable

Business Documents

Proposals and Contracts

Template Name	Description	Owner	Format	Link
Sales Proposal	Client-facing sales proposal with pricing	Sales	PPTX, PDF	Link
Master Services Agreement	Standard client contract for services	Legal	DOCX	Link
Statement of Work	Project-specific deliverables and terms	Professional Services	DOCX	Link
Non-Disclosure Agreement	Confidentiality agreement for prospects/partners	Legal	DOCX	Link
Partnership Agreement	Framework for channel and technology partners	Business Development	DOCX	Link

Communications

Template Name	Description	Owner	Format	Link
Press Release	Announcement for media distribution	Marketing	DOCX	Link

Template Name	Description	Owner	Format	Link
Customer Email Templates	Standard customer communications	Customer Success	HTML	Link
Executive Briefing	Concise update for executive audience	Executive Office	PPTX	Link
Internal Announcement	Company-wide communication template	Internal Comms	DOCX	Link
Crisis Communication	Templates for managing PR issues	PR Team	DOCX	Link

Project Management

Template Name	Description	Owner	Format	Link
Project Brief	Project overview and objectives	PMO	DOCX	Link
Project Plan	Detailed timeline and resource allocation	PMO	XLSX	Link
RAID Log	Risks, Actions, Issues, Decisions tracker	PMO	XLSX	Link
Status Report	Weekly/monthly project update	PMO	PPTX	Link
Change Request	Process for scope/timeline changes	PMO	DOCX	Link

Department-Specific Templates

Human Resources

Template Name	Description	Owner	Format	Link
Job Description	Standardized job posting template	HR	DOCX	Link
Offer Letter	Employment offer template	HR	DOCX	Link
Performance Review	Quarterly/annual evaluation form	HR	DOCX	Link

Template Name	Description	Owner	Format	Link
Onboarding Checklist	New employee onboarding process	HR	XLSX	Link
Exit Interview	Standardized exit interview questions	HR	DOCX	Link

Product & Engineering

Template Name	Description	Owner	Format	Link
PRD Template	Product requirements document	Product	DOCX	Link
Feature Spec	Detailed feature specification	Product	DOCX	Link
Technical Design Doc	Engineering design documentation	Engineering	MD	Link
API Documentation	API endpoint documentation	Engineering	MD	Link
Test Plan	QA test planning document	QA	XLSX	Link

Sales & Marketing

Template Name	Description	Owner	Format	Link
Campaign Brief	Marketing campaign overview	Marketing	DOCX	Link
ROI Calculator	Customer ROI calculation tool	Sales	XLSX	Link
Case Study	Customer success story template	Marketing	DOCX	Link
Sales Playbook	Product selling guide	Sales Enablement	PPTX	Link
Competitive Matrix	Competitor comparison template	Product Marketing	XLSX	Link

Finance & Operations

Template Name	Description	Owner	Format	Link
Budget Request	Department budget proposal	Finance	XLSX	Link
Expense Report	Employee expense submission	Finance	XLSX	Link
Vendor Assessment	New vendor evaluation form	Procurement	DOCX	Link
Financial Analysis	Investment/initiative analysis	Finance	XLSX	Link
Audit Checklist	Internal audit preparation	Finance	XLSX	Link

Policies and Procedures

Template Name	Description	Owner	Format	Link
Policy Template	Standard format for company policies	Legal	DOCX	Link
SOP Template	Standard Operating Procedure format	Operations	DOCX	Link
Work Instruction	Detailed process instructions	Operations	DOCX	Link
Decision Matrix	Structured decision-making template	Strategy	XLSX	Link
Process Map	Business process flowchart template	Operations	PPTX	Link

Presentation Templates

Template Name	Description	Owner	Format	Link
Company Overview	Standard company presentation	Marketing	PPTX	Link
Sales Deck	Client-facing sales presentation	Sales	PPTX	Link
Investor Presentation	Financial and growth metrics	Finance	PPTX	Link
Training Presentation	Internal/external training format	L&D	PPTX	Link

Template Name	Description	Owner	Format	Link
All-Hands Template	Company meeting presentation	Exec Office	PPTX	Link

Template Governance

Requesting New Templates

To request a new template: 1. Complete the Template Request Form 2. Submit to templates@quantumdynamics.com 3. Knowledge Management team will review within 5 business days

Template Maintenance

- All templates undergo quarterly review
- Department owners are responsible for content accuracy
- Brand/design elements managed by Marketing
- Version history tracked in document properties
- Notify templates@quantumdynamics.com for corrections

Brand Guidelines

All templates must follow Quantum Dynamics brand guidelines: - Use approved fonts (Montserrat for headings, Open Sans for body text) - Follow color palette specified in Brand Guide - Include proper logo usage and placement - Maintain accessibility standards (contrast, alt text)

Support Resources

- Template usage videos: Learning Portal
- Template Office Hours: Thursdays 2-3pm ET (Zoom)
- Template FAQ: Knowledge Base
- Contact: templates@quantumdynamics.com or x2580

Last updated: March 20, 2025 by Knowledge Management Team