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# Document Overview

This document serves as the starting template for word processing documentation. This template does not override the current KPI Partners Identity Standards. Please reference the official KPI Partners Identity Standards documentation for the most current brand standards.

## Styles

The document template has been constructed to use the “Styles” within Microsoft Word. Reference the Font section for specifications for leveraged styles. Each Heading 1 must be placed on a new page using the Page Break function.

## Font

Using the pre-defined styles will help pre-populate your table of contents.

The table of contents should also be displayed in the standard Arial – Regular font face.

* Title = Arial 36 pt. font
* Heading 1 = Arial 30 pt. font
* Heading 2 = Arial 20 pt. font
* Heading 3 = Arial 14 pt. font
* Normal = Arial 10 pt. font

If the document is being distributed in print or as a PDF, all fonts may be changed to Myriad Pro (if available) to adhere to the first choice font defined within the Corporate Identity Standards.

## Color

The general purpose of this document template is for larger documents where printing is done in black & white. Effort should be made to insert artwork in a black & white or gray scale format when feasible. Please reference the KPI Partners Identity Standard documentation for the more information regarding color and supporting color palette.

# Heading 1 – Section Title Header

## Heading 2 - Section Sub-header

### Heading 3 – Section Sub-Sub Header

#### Heading 4 – Paragraph Heading

## Sample Table

The sample table uses a 10 pt. Myriad Pro font as a default. An 8 pt. Myriad Pro font can be used to differentiate content within a cell, if required.

|  |  |  |
| --- | --- | --- |
| Time | Title/Goal | Attendees |
| 9:00-9:30 | Introductions of Project Team  Familiarize everyone with roles and responsibilities | Business Team  Technical Team  Project Management Office |
| 9:30-10:30 | Existing BI Environment  Understand how end users receive their information today (i.e. Excel, etc.) and the type of information they receive today as well as how this information is used to make decisions | Business Team  Technical Team  Project Management Office |
| 10:30-12:00 | Discussion of Key Business Drivers  Technical team gains an understanding of key performance indicators, key business milestones (i.e. month end reporting, etc.), and project goals as set forth by the Steering Committee | Business Team  Technical Team  Project Management Office  Steering Committee |
| 12:00-1:00 | Lunch |  |
| 1:00-3:00 | Review of BI Applications  Review what the customer has purchased to gain a high level consensus of what is in scope, out of scope and needs further investigation | Business Team  Business Analysts  Technical Team  Project Management Office |

## KPI Partners – At A Glance

KPI Partners is the most experienced Oracle BI & EPM systems implementation partner. KPI has been honored with several awards and designations that include the Oracle Innovation Award, the Oracle Excellence Award, Oracle Platinum Partner, and Oracle Pillar Partner for business intelligence and enterprise performance management.

The founders of KPI Partners, Sid Goel & Kusal Swarnakar, spent several years in executive positions within business intelligence application vendors such as Oracle, Siebel, and PeopleSoft.

KPI Partners has extensive experience with data warehouse technologies, ETL technologies, analytics technologies as well as with analytics requirements in vertical markets. KPI leadership has deep roots in packaged BI application architecture at Oracle and have been instrumental in driving the architecture of the packaged BI applications that Oracle sells today.

KPI Partners is headquartered in California’s Silicon Valley and has operations throughout North America. The KPI Partners Offshore Technology Centers are located in Bangalore and Hyderabad, India.

# Version

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Author(s) | Description | Version |
| 7/11/2011 | Jeremiah Johnson, Director of Marketing | Initial release of template. | 1 |
| 8/7/2011 | Jeremiah Johnson, Director of Marketing | Default font changed to Arial. Myriad Pro is the first choice font within the Corporate Identity Standard but is not a standard MS-Office font. | 2 |

# Empty Page

Each document should close with one empty/blank page.