

# *EOTA – Business Form*

	<p><i>Document Title:</i></p> <p><b>Process / Continual Improvement Form</b></p>
	<p><i>Document Number:</i></p> <p><b>F-016 Rev 11_0119</b></p>
<p><i>Document Owner:</i> <b>Elizabeth Sousa</b></p> <p><i>Backup Owner:</i> <b>David Rocha</b></p>	<p><i>Approver(s):</i></p> <p><b>Melissa Otero</b></p>
<p><i>Parent Document:</i> <b>P-012, Process / Continual Improvement</b></p>	<p><i>Notify of Changes:</i> <b>EOTA Employees</b></p>
<p><i>Referenced Document(s):</i> <b>N/A</b></p>	

***Revision History:***

<b>Rev.</b>	<b>Description of Change</b>
A	Initial Release
08_0425	Corrected minor problems and updated revision number.
11_0119	Merged F-019 Improvement Opportunity Planning Worksheet into this document

## Process / Continual Improvement Form

<b>To be completed by the Management Representative</b>					
Submitted By:	Submitted To:	Submission Date:	Response Date:	CAR / PAR# (if applicable)	Improvement #
<b>Improvement Opportunity:</b>					
<b>Recommendations/Comments:</b>					
<b>Improvement Action Number:</b>			<b>Source:</b>		
<b>Details:</b>					
<b>Raised By:</b>		<b>Raised Date:</b>		<b>Target Date:</b>	
<b>Status:</b>		<b>Closed By:</b>		<b>Close Date:</b>	
<b>Identify Improvement Action</b>		Owner:		Target Date:	
		Completed By:		Date:	
<b>Details:</b>					
<b>Stage Verification/Validation:</b>					
<b>Improvement Action IG Review/Approval</b>		Owner:		Target Date:	
		Completed By:		Date:	
<b>IG Recommendations (if any) and Stage Verification/Validation:</b>					
<b>Improvement Action Program Manager/Federal Management Team Review/Approval</b>		Owner:		Target Date:	
		Completed By:		Date:	
<b>Program Manager:</b> Approved / Disapproved				Date:	
<b>Signature:</b>					
<b>Comments:</b>					
<b>Federal Management Team:</b> Approved / Disapproved				Date:	
<b>Signature:</b>					
<b>Comments:</b>					
Disapproval may result in revision/resubmission or cancellation of Improvement Action initiative. If Improvement Action initiative is cancelled, document reason and file as closed:					
<b>Implement Improvement Action</b>		Owner:		Target Date:	
		Completed By:		Date:	
<b>Details:</b>					
<b>Stage Verification/Validation:</b>					
<b>Follow-up</b>		Owner:		Target Date:	
		Completed By:		Date:	
<b>Details:</b>					
<b>Q-Pulse Entry</b>		Owner:		Target Date:	
		Completed By:		Date:	
<b>Details: Must be accomplished after IG approval, may be accomplished before final follow-up or upon close-out of Improvement Action.</b>					