

# *EOTA – Business Form*



**Document Title:**  
**Design/Development Review Checklist**

**Document Number:**  
**ISDF-009 Rev. 10\_0630**

**Document Owner:**  
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**Approver(s):**  
**Melissa Otero**

**Parent Document:**  
**ISDP-002, Training Production Process**

**Notify of Changes:**  
**QAM, ITT, ISD, MGT**

**Referenced Document(s):**  
**N/A**

***Revision History:***

<b>Rev.</b>	<b>Description of Change</b>
<b>A</b>	<b>Initial Release</b>
<b>08_0728</b>	<b>Form modified to include External Document References.</b>
<b>10_0630</b>	<b>Form modified to fit with the TPP.</b>

## Design/Development Review Checklist

<b>Course/Project Name:</b>	<b>Course #:</b>	<b>Project Lead:</b>	<b>Date of Review:</b>
<b>Review Type</b>			
<b>*Verification Review:</b>		<b>**Pre-Validation Review:</b> _____	

\* After completion of draft Course Script/Lesson Plan or final draft of project components for non-course projects  
 \*\* After completion of course programming/final ILT course material development or final non-course project element development/implementation

**Review Committee:**

Name/Functional Area (i.e. ISD, MGT, ITT)

**Design/Development Review Purpose:**  
 Review of products by a committee of all EOTA stakeholders to evaluate the ability of the results of design and development to meet requirements and to identify any problems and propose necessary actions. Must be accomplished prior to sending any product to an HQ POC for review.

**Summary of Review Activities:** Brief narrative by Project Lead of review and general findings. (i.e. description of items reviewed, discussion points, decisions made, etc....)

**List of modifications/actions to be coordinated/completed by Project Lead**  
 May be identified on associated Track Change sheet (attach copy for record):