

EOTA – Business Form

	<p><i>Document Title:</i></p> <p>ISD History File Checklist</p>
	<p><i>Document Number:</i></p> <p>ISDF-012 Rev. 11_0613</p>
<p><i>Document Owner:</i> Elizabeth Sousa</p> <p><i>Backup Owner:</i> Melissa Otero</p>	<p><i>Approver(s):</i> Melissa Otero</p>
<p><i>Parent Document:</i></p> <p>ISDP-002, Training Production Process</p>	<p><i>Notify of Changes:</i> ADM, QAM, ISD, MGT</p>
<p><i>Referenced Document(s):</i> ISDF-001 Technical Direction, ISDF-035 Analysis Feasibility Assessment, ISDF-044 Course Feasibility Assessment, ISDF-045 Analysis Project Plan, ISDF-046 Training Design/Development Summary, ISDF-004 Design Document, ISDF-006 Script Template (Web), ISDF-007 Lesson Plan Template (ILT), ISDF-005 WBT Student Feedback Survey, ISDF-008 ILT Student Feedback Survey, ISDF-009 Design-Development Review Checklist, ISDF-010 After Action Report Template, ISDF-011 ISD History File Acceptance, ISD-017 Track Change Sheet, ISDF-030 Test Matrix, ISDF-015 ILT/Ex Course Support Checklist, ISDF-040 Course Verification (Signature Page), ISDF-041 Materials Productions Checklist, ISDF-042 Validation and Acceptance, ISDF-014 Course Announcement, ISDF-018 Course Roster</p>	

Revision History:

Rev.	Description of Change
10_0630	Initial Release – Document has been reworked and name has been changed to allow for use in non-course related projects.
11_0215	Updated form names
11_0427	Updated references and added ISDF-048 After Action Report Calculation Template.
11_0613	Deleted duplicated documents within phases; modified verbiage for clarification.

ISD HISTORY FILE CONTENT CHECKLIST

Instruction: Initiate the ISD History File (ISDHF) in the Initiation phase utilizing this checklist. At each phase of the Training Production Process (TPP) the checklist must be completed prior to moving to the next phase. If any checklist items require an explanation annotate it in the appropriate column. Date each item, or note with N/A if not applicable. File the documents as they appear on the checklist with a divider for each phase of the TPP. Create a compact disc (CD) with all the finalized documentation, including source files for Web-based Training (WBT), and all related documents and place them in a document protection sheet and file it in section 7.

After all required documents have been filed, submit the ISD History File and the ISD History File checklist to Project Manager (PM2) and Quality Assurance Manager (QAM) for review. When the ISD History File has been approved by PM2 and QAM, complete and print ISDF-011, ISD History File Acceptance sheet and place on top of the file and submit the file to the Program Manager (PM1) and the Federal Management Team (FMT) for approval. Upon final approval, create ISD label and place file in the appropriate area of study in the filing cabinet.

Supplies needed to create the ISD History File: 6-part folder, 8 tab dividers, labels, document protection sheet, and colored paper (any color).

Creating the ISD History File: The ISD History File must contain the following: Section 1 – Initiation Phase, Section 2 – Analysis Phase, Section 3 – Design Phase, Section 4 – Development Phase, Section 5 – Implementation Phase, Section 6 – Evaluation Phase, and Section 7 – General Correspondence (and other documents). Make labels for each section tab. Each section should have a cover page indicating the course number, course title, phase and date. (The ISD History File should be a direct reflection of all folders and files that are within the ISD and Tech folders on the EOTA shared drive).

Assemble ISD History File: Assemble each section in order of the checklist. Do not create a new ISD History File for each phase. Repeat the steps for each phase inserting the appropriate/required documents. Upon course acceptance, develop completion label for the ISDHF (Course Number & Title, Course Iteration date (ILT), Web activation date).

ISD HISTORY FILE CONTENT CHECKLIST

Completion Date	Phase/Form
Section 1 – Initiation Phase	
	ISDF-044 Course Feasibility Assessment
	ISDF-035 Analysis Feasibility Assessment
	ISDF-001 Technical Direction
Section 2 – Analysis Phase	
	ISDF-012 ISD History File Checklist
	ISDF-045 Analysis Project Plan
	Initiate ISD History File
	ISDP-005 Functional-Job-Task Analysis Process
	Knowledge, Skill and Task Identification (Vision)
	Survey instrument/focus group/interview findings (Vision)
	Analysis of the Survey Data or Other Content (can be in the form of a memo; actual documents should be saved to a compact disc) (Vision)
Section 3 – Design Phase	
	ISDF-004 Design Document
	ISDF-046 Training Design/Development Summary
Section 4 – Development Phase	
	ISDF-006 Script Storyboard Template
	ISDF-006A Script Storyboard Template
	ISDF-017 Track Change Sheet (Both)
	ISDF-007 Lesson Plan Template (ILT)
	ISDF-009 Design-Development Review Checklist
	ISDF-030 Test Matrix (Both)
	ISDF-015 ILT/Ex Course Support Checklist (ILT)
	ISDF-040 Course Verification (Signature Page)
	ISDF-041 Materials Productions Checklist (ILT)
	ISDF-042 Validation and Acceptance

ISD HISTORY FILE CONTENT CHECKLIST

Section 5 – Implementation Phase	
	ISDF-014 Course Announcement
	ISDF-018 Course Roster
	ITTF-014 Publication Review and Approval
Section 6 – Evaluation Phase	
	ISDF-005 WBT Student Feedback Survey
	ISDF-008 ILT Student Feedback Survey
	ISDF-010 After Action Report Template (Both)
	ISDF-048 After Action Report Calculation Template
	Final Analysis Report (Vision Generated Document)
	ISDF-011 ISD History File Acceptance
Section 7 – General Course Materials	
	Electronic media containing all course data and applications
	Additional appropriate course development correspondence
Reviewed by PM2:	Date:
Reviewed by QAM:	Date:
Contents reviewed and accepted by PM1:	Date: