

EOTA – Business Form



Document Title:
Course Maintenance Review Checklist

Document Number:

ISDF-016 11_0329

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Melissa Otero

Parent Document:
ISDP-003

Notify of Changes:
ISD, QAM, ITT, MGT

Referenced Document(s):
QAMP-002 Project/Course Maintenance Process

Revision History:

Rev.	Description of Change
A	Initial Release
11_0329	Completely revamped checklist.

ISDF-016 Course Maintenance Review Checklist		YES	NO	N/A
		Put dashes in column when not to be used		
1.0	GENERAL			
1.1	Course Number/Length:			
1.2	Course Title:			
1.3	Date of Last Review:			
1.4	Course Manager/Reviewer:			
1.5	Platform (WBT/ILT/Media/Blended):			
1.6	Did you review (track) changes made since last review?			
1.7	Did the course description, audience, and learning outcomes (objectives) change? If so, describe changes.			
1.8	Have you reviewed/updated course information in Vision?			
1.9	Is there a new functional or job analysis that impacts this course? If yes, identify and describe the impact.			
1.10	Are the objectives covered in the material?			
1.11	Did you review any DOE Order/Guide changes that may affect the course? If no, explain. If yes, identify Order/guide and the impact.			
1.12	Is the text logically sequenced?			
1.13	Does the course need to be suspended until changes are made? If yes, identify changes that must be made to re-activate the course.			
1.14	Are there changes required based on the last 2 years of After Action Reports? If yes, describe.			
1.15	Is Final Script/Lesson Plan current and/or consistent with programmed course and/or course material?			
1.16	Do student evaluations and statistical analysis indicate required changes? If yes, describe.			
1.17	Is there documentation in the ISD history file referencing previous reviews? Describe required changes, as applicable.			
1.18	Do any recommended changes require SME review/ input? If yes, go to 5.0.			

2.0	FUNCTIONALITY REVIEW (WBT)	YES	NO	N/A
		Put dashes in column when not to be used		
	Instructions: Complete each section and provide input if required and notate changes on the ISDF-017, Track Change Form (as appropriate). For example: Scene 0.1 / The Graphics/photos do not support the text. Recommend replacing graphic with attachment.			
2.1	Did you identify grammar, punctuation and spelling errors?			
2.2	Do the graphics/photos support the text? If no, are there recommended replacement graphics?			
2.3	Are the graphics/photos clear/legible?			
2.4	Does the animation enhance comprehension (not distracting)? If no, are there recommendations to improve them?			
2.5	Is the audio synchronized to text?			
2.6	Is audio consistent with documented script?			
2.7	Are acronyms used correctly (spelled out before the acronym appears)?			
2.8	Do all links, icons, buttons, roll-overs, etc. function?			
2.9	Do Glossary/Reference/Acronym/Help icons function properly and do the links inside open in a separate window?			
2.10	Do Glossary/Reference/Acronym/Help icons contain the correct information? If no, identify missing information or errors.			
2.11	Do Knowledge Checks cover material contained in the lesson and are they aligned with objectives?			
2.12	Do Knowledge Checks display the correct answer?			
2.13	Do Knowledge Checks display feedback?			
2.14	Is the test question/answer covered in the course material?			
2.15	Does the test have the correct answers?			
2.16	Is the 508 version available? If yes, review for errors. If no, coordinate development.			
2.17	Were all changes from this review applied to 508 version, if applicable?			
2.18	Are test questions linked to objectives?			
2.19	Does navigation work properly?			
2.20	Did you contact course managers for hosted courses, if applicable? i.e. RSL, NARAC. If yes, did you remind them to review/update course material?			

3.0	CROSSWALK	YES	NO	N/A
		Put dashes in column when not to be used		
	Instructions: Complete each section and provide input if required. Specifically annotate what directives have changed and spell out what needs to be corrected.			
3.1	Did the DOE Orders/Guides change since last review? If yes, identify changes and the potential impact of changes on course.			
3.2	Did you review files contained in "Crosswalk" folder on J: drive?			
3.3	Did SME validate course? If no, explain.			
3.4	Did you validate/update content objectives in Vision?			
3.5	Did you make appropriate links between content objectives and sources in Vision?			

4.0	ARCHIVE	YES	NO	N/A
		Put dashes in column when not to be used		
	Instructions: Complete each section and provide input if required.			
4.1	Did you contact OLSS to advise students?			
4.2	Did you coordinate removal of course from website with ITT?			
4.3	Did you coordinate removal of course from course catalog with ITT?			
4.4	Did you coordinate removal of course from student survey database with OLSS?			
4.5	Did you file/archive course in J: drive?			
4.6	Did you communicate with QAM to delete course from QAMF-002 Course Registry/Review Schedule?			
4.7	Is archived course referenced in other courses? If yes, take appropriate action.			
4.8	Did you review Vision for associated references? (i.e. do the references need removed or updated).			
4.9	Did you archive course in Vision?			

5.0	VALIDITY... FOR SUBJECT MATTER EXPERT	YES	NO	N/A
		Put dashes in column when not to be used		
	Instructions: Complete each section and provide input as required. Identify exactly what areas need changed and at what level of detail.			
5.1	Is the course <u>INVALID</u> ? The knowledge and skills in this course are no longer applicable to the DOE or contractor audience. The course should be removed from the EOTA course offerings and archived.			
5.2	Does the course require only <u>MINOR</u> changes? The content is valid and requires little or very few content changes.			
5.3	Does the course require <u>MODERATE</u> changes? Some of the course content is valid but some sections of the course require modification due to changes in DOE guidance or the DOE mission that impact the course material (knowledge, skills).			
5.4	Does the course require <u>SIGNIFICANT</u> changes? The majority of the course content needs to be modified to accurately reflect DOE guidance, the DOE mission, or current practices.			
5.5	Does the course require a <u>TOTAL</u> re-design? The need for this course is VALID, but the current course content is INVALID. This course should be re-designed to reflect DOE mission needs and/or current practices.			
5.6	Does the course category and/or name need to be changed?			
5.7	Does the course require a new SME/POC? If yes, provide a recommendation or identify new SME/POC.			
	<p>QUALITY ASSURANCE MANAGER'S REVIEW OF COMPLETED CHECKLIST:</p> <p>_____</p> <p>Quality Assurance Manager</p> <p>_____</p> <p>Date</p>			