

EOTA - Business Form

	Document Title: Track Change Sheet
	Document Number: ISDF-017 Rev. 10_0630
Document Owner: Vickie Pleau Backup Owner: Melissa Otero	Approvers: Melissa Otero
Parent Document: ISDP-001, Course Design/Development Process	Notify of Changes: ISD, ITT
Referenced Documents: ISDP-018 WBT Course Development Process	

Revision History:

Rev.	Description of Change
A	Intitial Release.
07_1211	Form modified to better record and track design and development changes.
10_0630	Document edited for use with TPP

Instructions for Track Change Sheet

Information in this area to be completed by the Project/Course manager

Course Number or Name:	Enter either the course number or name	
Format:	Specify WBT, ILT, or Exercise (as appropriate)	
Project Manager:	Name of the Project/Course Manager	
SME:	Name of the assigned Subject Matter Expert	
Course Status:	Specify Alpha, Beta, or Active	
Reviewer:	Name of individual completing review	Date: Date review is completed
Change Recommendations Approved By:	Individual approving recommended changes	Date: Date recommendations are approved
Submitted to Developer:	Name of assigned Programmer	Date: Date Track Change Sheet submitted to programmer
Change Implementation Verified and Validated:		Date: Date implementation of changes are verified and validated

Information in this area to be completed by the individual reviewing the course

Reviewer Input	
Lesson #	List the Lesson number for the requested change
Screen #	List the Screen number for the requested change
Comment/Requested action	State the change to be made. Be specific.

Information in this area to be completed by the Programmer making the requested changes

Developer Input	
Root Source	Enter one of the codes listed below.
Date changed	Enter the date each change was completed
Comment	Enter any noteworthy comments.
Changed By	Annotate name of person making requested change

Root Source Codes:
Script - to be used for changes due to modifications of the script initially provided
Prog - to be used for changes due to programming issues
Visual - to be used for changes requested to visual presentation of end product
SME - to be used for changes requested by the SME
Cust - is to be used for changes requested by the customer

The information on this form is collected to ensure compliance with 7.3.7 of the ISO 9001:2008 Standard

