

EOTA – Business Form

	<p>Document Title:</p> <p>Course Verification (Signatures Page)</p>
	<p>Document Number:</p> <p>ISDF-040 Rev. 10_0630</p>
<p>Document Owner: Elizabeth Sousa</p> <p>Backup Owner: Melissa Otero</p>	<p>Approver(s):</p> <p>Melissa Otero</p>
<p>Parent Document: ISDP-002 Training Production Process</p>	<p>Notify of Changes: ITT, ISD</p>
<p>Referenced Document(s): ITTP-016 WBT Programming Process</p>	

Revision History:

Rev.	Description of Change
10_0630	Initial Release

Course Verification (Signature Page)

Course Name and Number:

Anticipated Release Date:

Script/Lesson Plan/Exercise Review/Approvals:

For offsite approval, attachment of email acceptance can be used in lieu of actual signature. Annotate date of email indicating approval for applicable reviewer on signature line.

Subject Matter Expert (SME)

Approved (no changes required)

_____, **Date:** _____
(Signature)

Project Manager (PM2)

Approved (no changes required)

_____, **Date:** _____
(Signature)

Quality Assurance Manager (QAM)

Approved (no changes required)

_____, **Date:** _____
(Signature)

Program Manager (PM1)

Approved (no changes required)

_____, **Date:** _____
(Signature)

HQ Point of Contact (POC)

Approved (no changes required)

_____, **Date:** _____
(Signature)

Federal Management Team (FMT)

Approved (no changes required)

_____, **Date:** _____
(Signature)

Product has been reviewed and meets all customer requirements.

PL Acknowledgment of product review

_____, **Date:** _____
(Signature)

Priority Level for ITT action (High/Moderate/Low - determined by PM2):

Script received by ITT (WBT)

_____, **Date:** _____
(Signature)

ISDF-015 ILT/Exercise Course Support Checklist, received by ITT (ILT)

_____, **Date:** _____
(Signature)

ITT Projected completion date: _____