

EOTA – Business Form



Document Title:

Validation and Acceptance

Document Number:

ISDF –042 Rev. 11_0414

Document Owner:

Vickie Pleau

Backup Owner:

Melissa Otero

Approver(s):

Melissa Otero

Parent Document:

ISDP-002 Training Production Process

Notify of Changes:

MGT, ISD, QAM

Referenced Document(s):

ISDF-010 After Action Report

Revision History:

Rev	Description of Change
10_0630	Initial Release
11_0414	Deleted FMT final Course Acceptance block

Course Validation and Acceptance

Validation denotes the product meets customer operational expectations in the medium which it is intended to be used. Do not sign this form if there are changes required to the product, identify changes to Project Lead and return the form unsigned.

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.

Course Name and Number:

Anticipated Release Date:

Final Course Review/Approvals:

Subject Matter Expert (SME)
Approved

_____, **Date:** _____
(Print Name and Initial)

HQ Point of Contact (POC)
Approved

_____, **Date:** _____
(Print Name and Initial)

Project Manager (PM2)
Approved

_____, **Date:** _____
(Print Name and Initial)

Quality Assurance Manager (QAM)
Approved

_____, **Date:** _____
(Print Name and Initial)

Program Manager (PM1)
Approved

_____, **Date:** _____
(Print Name and Initial)

Federal Management Team (FMT)
Approved for release to validation group

_____, **Date:** _____
(Print Name and Initial)