

EOTA – Business Process

	<p><i>Document Title:</i></p> <p>Course Evaluation and Close-out Process</p>
	<p><i>Document Number:</i></p> <p>ISDP-014 Rev. 10_0630</p>
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<p><i>Parent Document:</i> ISDP-002, Training Production Process</p>	<p><i>Notify of Changes:</i> ISD, ITT, MGT</p>
<p><i>Referenced Document(s):</i> ISDF-011, ISD History File Acceptance, ISDF-012, ISD History File Checklist</p>	

Revision History:

Rev.	Description of Change
10_0630	Initial Release

I. Purpose

To effectively plan and control the process for evaluating and finalizing EOTA ILT, EX and WBT training products, assuring that review and verification are appropriate at each phase, and to identify the responsibilities and authorities for ILT, EX and WBT evaluation and close-out.

II. Scope

This process applies to EOTA employees who participate in ILT, EX and WBT evaluation and close-out.

III. Responsibility

Program Manager/Designee (PM1) – Responsible for ensuring the completion of applicable project evaluation and project transfer to subsequent product related processes.

Project Manager/Designee (PM2) – Responsible for initiating, communicating, and managing applicable ILT, EX and WBT evaluation and overseeing the execution of the Course Evaluation and Close-out Process including ongoing maintenance. The PM2 is responsible for ensuring the completion of applicable project evaluation/close-out and project transfer to subsequent product-related processes.

Federal Management Team (FMT)/Customer/Designee – Responsible for approving associated course documentation and final acceptance on behalf of the federal government of ILT, EX and WBT training products.

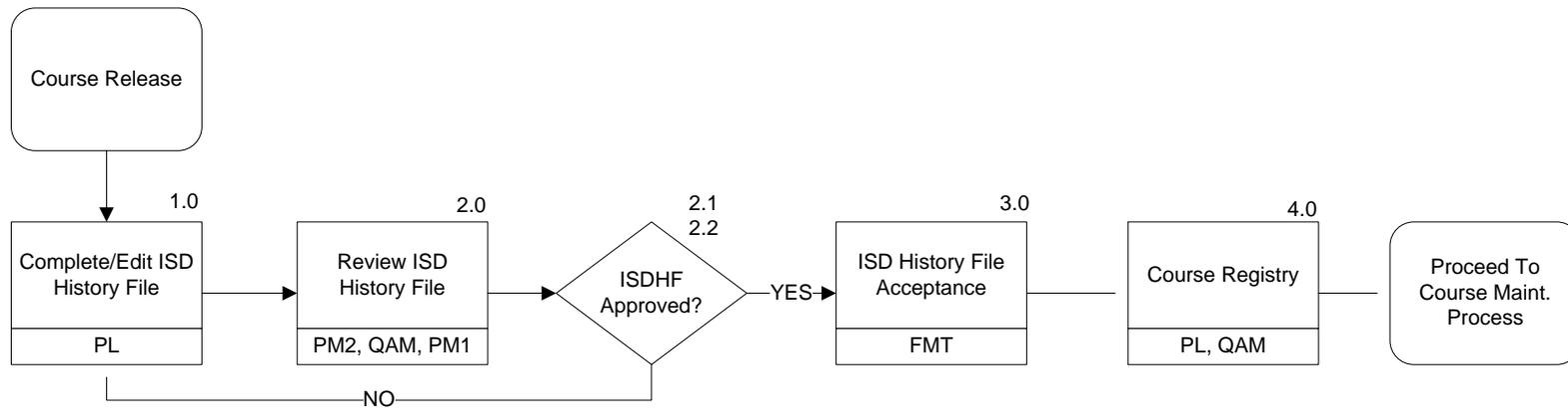
Project Lead (PL) – Responsible for execution of the Course Evaluation and Close-out Process.

Quality Assurance Manager (QAM) – Responsible for reviewing applicable documents and entering the course into the Course Maintenance Schedule.

IV. Definitions

ISD History File (ISDHF) – Complete record of course/product development with corresponding documents and signatures, per ISDF-012, ISD History File Checklist.

V. Course Evaluation and Close-out Process





Course Release

1.0 Complete/Edit ISD History File

The PL will compile the ISDHF using the ISDF-012, ISD History File Checklist as a guide. The ISDHF will then be submitted, along with the ISDF-011, ISD History File Acceptance, for review.

2.0 Review the ISD History File

The PM2, QAM, and the PM1 will review the ISD History File.

2.1 If the ISDHF is approved proceed to Step 3.0.

2.2 If the ISDHF is not approved, the PL will return to Step 1.0

3.0 ISD History File Acceptance

The FMT will review the ISD History File and document the acceptance determination on the ISDF-011, ISD History File Acceptance and return this form with the ISDHF to PM2.

4.0 Course Registry

The PL will label the ISDHF, notify QAM to enter course into QAMF-002, Course Registry/Review Schedule database, and coordinate its placement in the EOTA files.

Go to Course Maintenance Process (QAMP-002).