

EOTA - Business Form

	Document Title: Website Development and Maintenance log
	Document Number: ITTF-016 Rev. 11_0419
Document Owner: Ben Aragon Backup Owner: Melissa Otero	Approvers: Melissa Otero
Parent Document: ITTP-015 Web Site Development / Maintenance	Notify of Changes: ITT
Referenced Documents: N/A	

Revision History:

Rev.	Description of Change
A	Intitial Release.
B	Added headings to address to include: Performance Requirements, Statutory and Regulatory Requirements, Information from Previous Similar Designs, and Other Requirements.
08_0818	Added additional column to indicate "Estimated Completion Date" of WSD projects.
09_0909	"Design Verification Complete" and "Design Validation Complete" columns removed from log.
11_0419	Added Design Verificaiton Complete and Design Validation Complete Columns and Request Denied Tab

Website Development-Maintenance Log

WSD#	Request Date	Requestor	Feasibility Complete	Requirements (Due Date)	Design Review Complete	Design Verification Complete	Design Validation Complete	Estimated Completion Date	WSD Complete	Description	Working Notes
										Requirements: Regulatory Requirements: Previous Similar Designs: Other Requirements:	
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										Requirements: Regulatory Requirements: Previous Similar Designs: Other Requirements:	

Requestor	Date	Request	Reason Denied
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Project Summary:

Project Deliverable and Time Requirements: The following outlines milestones for delivery of products, (internal and external), as well as key points in the development of the final project.

Product/Development Stage:

Estimated Completion Date:

Final Completion Date:

Responsible:

Project Developments:

Contacted Vendor:

Anticipated Resolution:

Resolved:

Project Summary:

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Anticipated Resolution:

Resolved: