Product Documentation Artifacts Approval Signatures



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Department of Veterans Affairs

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This template conforms to the latest Section 508 guidelines. The user of the template is responsible to maintain Section 508 conformance for any artifact created from this template.

Revision History

| Date | Version | Description | Author |
| --- | --- | --- | --- |
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## Product Documentation Artifacts Approval Signatures

Title: <Project Name> Product Documentation Artifacts

System, Application, or Patch: <name>

Version: <x.x>

REVIEW DATE: <date>

SCRIBE: <name>

Signed: Date:

<Program/Project Manager>

Signed: Date:

<Business Sponsor Representative>

Signed: Date:

<Integrated Project Team (IPT) chair>

Signed: Date:

<Enterprise Systems Engineering (ESE) Representative>

IPT may use discretion to add signatures as appropriate.

## Appendix A - Product Documentation Set

The following table is a guide for the artifacts required for the Conduct Formal Review of Product Documentation activity, including the version number. A specific project may not require all documents listed in the Title column. Identify those non-essential documents in the Notes column.

| **Title** | **DocVersion** | **Notes** |
| --- | --- | --- |
| Security Guide |  |  |
| User Guide |  |  |
| Developer’s Guide |  |  |
| Online Help |  |  |

This appendix may be included with the signatures or it can be deleted at the discretion of the IPT.

Template Revision History

| Date | Version | Description | Author |
| --- | --- | --- | --- |
| November 2024 | 1.5 | Revised to align with current OIT Documentation Standards and OIT Brand System | Quality Continuous Improvement Organization (QCIO) |
| March 2014 | 1.4 | Updated to MS Office 2007-2010 format | Process Management |
| February 2013 | 1.3 | Removed Pre-Production Installation Guide, Production Installation Guide, Technical Manual/Systems Management Guide, and Operations and Maintenance Plan (OM Plan) from Appendix A based on these documents becoming part of the Production Operations Manual. Production Operations Manual removed because the signature block is in the actual document. Release Guide removed as it is now part of VDD and reviewed in BLD process. | Process Management |
| August 2012 | 1.2 | Add Appendix A as a guide to required documentation | Process Management |
| August 2012 | 1.1 | Update to current ProPath documentation standards and edited for Section 508 conformance | Process Management |
| February 2010 | 1.0 | Initial Version | Process Management |

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