Standard Operating Procedures Review Process

Note: Submission should not be the first time the ITS & Network Service Branch has heard of the project or discussed this document. This submission is more of a documentation of previous discussions. If content is not previously shared with the Branch, the review process is likely to take longer and a rejection is more likely.

Project Manager
- Collaborates with Branch to prepare
- Submit the Testing and Integration Plan
- Update and resubmit, clock restarts for ITS review time
- Document is accepted and PM can move on to submitting any other supporting documents

SEA Lead
- Initial review
- Quality & meet requirements
- Reject
- Distribute for review
- Accept and share comments, if any.

Branch Manager
- Review document
- Submit Comments - If software is involved, verify the software can perform these procedures.
- Section 2, 3, 4, 5, 6

Program Support
- Compile comments
- Comments that require the document to be updated and resubmitted?
- No

Networking

Field Support

Engineering
- Review document
- Submit Comments - Review procedures to ensure there is clarity and the end users understands the content.
- Section 2, 3, 4, 5, 6

End Users

Notes:
*Minor comments/revision can be made to a document without a full review being required so long as the over all meaning of the document is not altered. If comments impact the meaning or if what is proposed is not usable by the end user, then the document needs to be updated and resubmitted.

1. Drafted in June 2021