NASA **Independent Verification & Validation Program**	**Template/Supporting Document Template**	**T2004 Version: H Effective Date: May 8, 2014**

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Verify that this is the correct version before use.

AUTHORITY		DATE
Jeffrey Northey (original signature on file)	IMS Manager	05/08/2014
Richard Grigg (original signature on file)	Process Owner	05/08/2014

REFERENCES	
Document ID/Link	Title
IVV QM	NASA IV&V Quality Manual
IVV 05	Document Control

If any process in this document conflicts with any document in the NASA Online Directives Information System (NODIS), this document shall be superseded by the NODIS document. Any external reference shall be monitored by the Process Owner for current versioning.

Purpose of the Template/Supporting Document Template

This template is designed to provide a standard outline and format for templates and supporting documents. This template is also designed to provide standard sections that are used in all templates/supporting documents, and direction to provide tailoring and section content guidance for those who generate or update templates/supporting documents.

Template/Supporting Document Template Conventions

Three different styles of text are used in this template:

1. [Text included in square brackets]

   This text represents document-specific information to be provided. Examples are [document name] for the name of the template/supporting document, and [purpose] for the purpose of the template/supporting document. Where this text appears, insert the document-specific information between the brackets, and then delete the brackets.

2. *{Italic text in braces}*

   This text is guiding or explanatory in nature. It will include tailoring guidance and descriptions of the kinds of information to be included in each section. Therefore, this text should be deleted from the template/supporting document.

3. Normal text

   This is standard text that should be copied verbatim into the template/supporting document as necessary. It represents any text that does not fit into either of the above categories.

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Instructions for Using the Template/Supporting Document Template

Copy the following template into a new document, enable the "Track Changes" feature of Microsoft Word, and follow the conventions above.

After completion, forward or provide a link to a copy of the document to the DCC for review. The document shall be named "[document number] – WORKING."

A template/supporting document must contain an Authority table as demonstrated in this template. Font size shall be 12-point.

A template/supporting document can be written according to the author's preferences or requirements and are not confined to any style restrictions (i.e., the author can select appropriate font styles, header contents, document style, etc.). However, all pages of template/supporting documents must include the footer as demonstrated in this template. This footer will differ from the footer on the first page of this document.

The footer on all pages of a template/supporting document shall include the document's title, number, version, and effective date in proper case, bold, eight-point, Arial font. The footer of a template/supporting document can contain other items at the discretion of the author. However, the footer must contain, at a minimum, the table that includes the document's title, number, version, and effective date.

Although not required, it is strongly recommended that template/supporting document authors employ the following general guidelines when creating and/or modifying a template/supporting document:

    a. Ensure that the font size of the body text is 12-point (this font size is preferred for readability reasons).
    b. Ensure that all references to the NASA IV&V Program read "NASA IV&V Program."
    c. Ensure that the version letter in the document footer is consistent with the "Version History" table.
    d. Verify that all hyperlinks and file paths in the document are valid.
    e. Verify that all references to sections within the document are qualified with italicized titles set off by commas.
       • Example: "Refer to Section 3.0, *Definitions and Acronyms*, for additional information."

f. Verify that all references to other documents are qualified with italicized titles set off by commas.

- Example: "Refer to IVV 09-4, *Project Management*, for additional information."

g. Ensure that all acronyms are spelled out upon their first appearance in the text of the document. (If the first instance of the acronym appears in a table or figure, the acronym should be spelled out on its next use in the text of the document.)

h. Verify that all documents and/or websites specifically mentioned in the text of the template/supporting document are listed in the "References" table. Also verify that the "References" table contains any parent/child documents associated with the template/supporting document.

i. Ensure that the document precedence statement is included below the "References" table. The precedence statement shall state the following: "If any process in this document conflicts with any document in the NASA Online Directives Information System (NODIS), this document shall be superseded by the NODIS document. Any external reference shall be monitored by the Process Owner for current versioning."

VERSION HISTORY				
Version	Description of Change	Rationale for Change	Author	Effective Date
Basic	Initial Release – conversion of IVV 05-4 to T2004		Paige Eckard	04/13/2007
A	Updated process flow diagrams to align with Facility Management paradigm		Stephanie Ferguson	02/04/2008
B	Updated Shared Network Drive links		Stephanie Ferguson	06/13/2008
C	Changed "IV&V Facility" to "IV&V Program"; updated Shared Drive path		Stephanie Ferguson	12/11/2008
D	Updated information on Reference Documents		Sara Cain	01/27/2010
E	Added precedence statement to be included in all templates and supporting documents		Sara Cain	07/01/2010
F	Editorial Clarification in Instructions.		Richard Grigg	12/03/2010

VERSION HISTORY				
Version	Description of Change	Rationale for Change	Author	Effective Date
G	Add Rationale to Version History table and move table towards the end of the document in landscape. Add Process Owner to renamed Authority table; replace Revision with Version; point QM link to SLPs; enhance footer.	Rationale for changes is frequently lost or documented in email or other hard to retrieve documents. PO info is helpful to any users who have questions about the WI. The direct link to the QM changes with each update. Version and footer now follow agency convention.	Richard Grigg	01/31/2013
H	Update precedence statement; expand NODIS acronym. Rename References table; add Link.	Some users, especially newer employees or outside customers, may not be aware of or familiar with the NODIS acronym. Websites and web pages are an ever larger portion of referenced information.	Richard Grigg	05/08/2014

Independent Verification & Validation Program

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**T2004
Version: H
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Template begins on the following page.}

![NASA logo] **Independent Verification & Validation Program**	**[Template/Supporting Document name]**	**[T2### or S3###] Version: [Basic-ZZ] Effective Date: [Month DD, YYYY]**

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{The Authority table contains the name of the Approving Official, role of the Approving Official within the IMS, and date the Approving Official signed the DCR to approve the addition or modification of the document. Second row contains the name of the Process Owner (PO), role, and date the PO signed the DCR.}

AUTHORITY		DATE
[Approving Official] (original signature on file)	[Approving Official's IMS Role]	[mm/dd/yyyy]
[Process Owner] (original signature on file)	Process Owner	[mm/dd/yyyy]

{The References table contains those IMS documents and/or websites that may contain additional instructions or information regarding the construction of the template/ supporting document. It also contains any parent documents associated with the template/supporting document. This does not apply to any portion of a template/ supporting document other than this Approval Page.}

The document must contain the disclaimer located below the References table to ensure proper precedence and versioning practices.}

REFERENCES	
Document ID/Link	Title

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![NASA logo] Independent Verification & Validation Program	[Template/Supporting Document name]	[T2### or S3###] Version: [Basic-ZZ] Effective Date: [Month DD, YYYY]

{The Version History table contains the version (represented by letters of the alphabet after the initial release, which is represented as the "Basic" release), a description of the document change, the rationale why the change was made, the Author who implemented the change, and the effective date of the document.}

VERSION HISTORY				
Version	Description of Change	Rationale for Change	Author	Effective Date
Basic	Initial Release		[Author name]	[mm/dd/yyyy]

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