IEPD Review Worksheet

IEPD Name:
Organization/Owner:
IEPD Primary Point of Contact:
POC Contact Information:
Reviewed by:
Date Feedback Provided:

Guidance	Acceptance Criteria	Comments
Review document submissions and verify that all required artifacts are included in the documents.		
1. Folder Structure	☐ All schema files (.xsd) are under: – /iepd_name/ver X/ver X.Y/Schemas/ ☐ All documentation files (Word, Excel, etc.) are under: – /iepd_name/ver X/ver X.Y/Documentation/	
2. Main Document	☐ Included in the /iepd_name/ver X/ver X.Y/Documentation/Master Documents folder ☐ Filename is formatted as: iepd_name–Main Document.doc ☐ Includes an executive summary	
3. Component Mapping Template	☐ Included in the /iepd_name/ver X/ver X.Y/Documentation/Mapping Templates folder ☐ Filename is formatted as: iepd_name–CMT ☐ All elements and objects in the domain model are represented in the CMT	
4. Domain Model	☐ Included in the /iepd_name/ver X/ver X.Y/Documentation/Models folder ☐ Filename is formatted as: iepd_name–DomainModel ☐ Image file included (ex: jpg, gif, png, etc.) ☐ Model file included (modeling tool file type, ex: .zargo)	
5. Metadata	☐ Included in the /iepd_name/ver X/ver X.Y/Metadata folder ☐ Filename is formatted as: iepd_name-metadata.xml ☐ All the required metadata tags must be populated	