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**Testing Definition**

**Project:** \_\_\_\_\_ **Tracking No:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Which tests should be performed prior to completion of the design?

\_\_\_\_\_

2. List each test to be performed including pass / fail criteria prior to production.

\_\_\_\_\_

**Completed by** \_\_\_\_\_ **Date:** \_\_\_\_\_

**First Design Review**

Project: \_\_\_\_\_ Tracking No: \_\_\_\_\_ Date: \_\_\_\_\_

**Meeting to be attended by Engineering, Manufacturing, & Marketing/Sales**

1. Does design meet product cost target? Yes ☐ No ☐  
If no, explain why \_\_\_\_\_
2. Does design meet capital expenditure target? Yes ☐ No ☐  
If no, explain why \_\_\_\_\_
3. Does design meet functional requirements? Yes ☐ No ☐  
Explain exceptions: \_\_\_\_\_
4. Does design meet scheduling requirements? Yes ☐ No ☐  
Explain exceptions: \_\_\_\_\_
5. Are all noted issues resolved? Yes ☐ No ☐  
If no, explain why \_\_\_\_\_
6. Should the product be further optimized? Yes ☐ No ☐  
If yes, explain why \_\_\_\_\_
7. Should the process be further optimized? Yes ☐ No ☐  
If yes, explain why \_\_\_\_\_
8. Does product meet all of Marketing's criteria, as given in Define? Yes ☐ No ☐  
If no, will project continue? \_\_\_\_\_
9. Were new Issues added to the "Issues List"? Yes ☐ No ☐
10. Does Design Pass or Fail? Pass ☐ Fail ☐  
Explain any exceptions or criteria for failure \_\_\_\_\_

Completed by \_\_\_\_\_ Date: \_\_\_\_\_

**Design Development Process**

Rev. 7/02/06

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**Marketing Introduction Campaign**

Project: \_\_\_\_\_ Tracking No: \_\_\_\_\_ Date: \_\_\_\_\_

1. Remaining time until product is ready for shipment to customers? \_\_\_\_\_
2. Media to utilize for introduction of product to potential customers.  
Direct to customer? Yes ☐ No ☐  
How? \_\_\_\_\_  
Print? Yes ☐ No ☐  
How? \_\_\_\_\_  
Internet? Yes ☐ No ☐  
How? \_\_\_\_\_
3. Are samples needed for showing product to potential customers? Yes ☐ No ☐  
Mini \_\_\_\_\_ Full Size \_\_\_\_\_
4. Are there any architectural specifications to be created or updated? Yes ☐ No ☐  
Responsible person or agency \_\_\_\_\_  
Date to approach architects \_\_\_\_\_
5. Are there any relevant trade shows requiring product samples? Yes ☐ No ☐  
If yes, when and where? \_\_\_\_\_  
Show \_\_\_\_\_  
Needs: Literature? Yes ☐ No ☐ Samples? Yes ☐ No ☐  
Other? \_\_\_\_\_
6. Please list the dates below for each item needed.  
Literature \_\_\_\_\_ Instructions \_\_\_\_\_  
Specifications \_\_\_\_\_ Testing Data \_\_\_\_\_
7. Specials to determine initial production loads on the factory.  
Should we offer any discounts for customers' pre-ordering initial order?  
Yes ☐ No ☐ If yes, what type and how much? \_\_\_\_\_

Completed by \_\_\_\_\_ Date: \_\_\_\_\_

**Design Development Process**

Rev. 7/02/06

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**Second Design Review**

Project: \_\_\_\_\_ Tracking No: \_\_\_\_\_ Date: \_\_\_\_\_

**Meeting to be attended by Engineering, Finance,  
Manufacturing and Marketing/Sales**

1. Does design meet financial target? Yes ☐ No ☐

Signature of Finance required

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2. Does design meet marketing objective? Yes ☐ No ☐

Signature of Marketing required

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3. Is design and process acceptable to manufacturing? Yes ☐ No ☐  
If no, explain why
- 

4. Should the product be further optimized? Yes ☐ No ☐  
If yes, explain why
- 

5. Should the process be further optimized? Yes ☐ No ☐  
If yes, explain why
- 

6. New Issues Yes ☐ No ☐
- 

7. Is Design approved for Capital Expenditure?

Does Design Pass or Fail?

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Explain any exceptions or criteria for failure.

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Completed by \_\_\_\_\_ Date: \_\_\_\_\_

**Design Development Process**

Rev. 7/02/06

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**Put To Validate (PTD) Meeting (Chaired by VP of Sales/Marketing)**

Project: \_\_\_\_\_ Tracking No: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Attendees:**

President	_____	Dir. Of Technology	_____
VP Sales and Mktg	_____	VP Operations	_____
CFO	_____	Product Manager	_____
Sales Manager	_____		

**Agenda and Required Documents****VP Sales and Marketing Document Review:**

Requirements Document	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Strategic Filter	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Market Analysis	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Competitive and Risk Analysis	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Financial Analysis	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Director of Technology Review of Current Backlog Status and Priority:**

Define Backlog	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Prioritized Backlog based on FOM	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**VP Sales and Marketing:**

Meeting 3Ws	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Cycle Time and First Pass Yield Data Capture	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Recommendation**Pass ☐ Fail ☐**Estimated Start****Estimated****Validate Date:** \_\_\_\_\_**Produce Date:** \_\_\_\_\_**VP Sales/ Marketing: Initial below and submit a copy to Project Manager:***I accept the project and have the information required to move forward.* \_\_\_\_\_ Init.*I do not have the required information to move Forward. Explain below* \_\_\_\_\_ Init.*I conditionally have the required information to move Forward. Explain below* \_\_\_\_\_ Init.**Explanation of decision to conditionally or not move forward****Design Development Process**

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