**Product Outline Template**

**## Overview**

VA Form 22- 8794 must be completed whenever there is a change in any information previously submitted. The form requires not only the updated details but also the names, titles, and signatures of all Certifying Officials.

**## Problem Statement**

VA Form 22-8794 cannot be completed online; It must be downloaded, printed, and filled out manually.

**## Desired User Outcomes**

A user will use VA Form 22-8794 to ensure that institutions have designated and authorized certifying officials to handle enrollment.

**## Undesired User Outcomes**

Failure to update certifying official accurately may cause a delay in benefits.

**## Desired Business Outcomes**

Improvement in accuracy of records and maintain VA Form 22-8794 online.

**## Undesired Business Outcomes**

Institutions failing to properly designate certifying officials may lose their approval to participate in VA programs.

**## Measuring Success**

A consistent processing time may ensure smooth transitions when certifying officials are added or updated.

**### Objectives and Key results (OKRs)**

- Objective: Ensure accurate designation of certifying official

- Key result: All educational institutions submit complete accurate Form within required timeframe during program approval.

**## Assumptions**

Sufficient resources and systems in place to process the forms within reasonable time.

**## Solution Approach**

Implement online submission form, allowing institutions to complete and submit forms electronically.

**### Initiatives**

Develop and launch an online platform for form submission.

**## Launch Strategy**

Veterans are going to know this product exist through VA website and benefits portal

**## Launch Dates**

- \*Target Launch Date\*

- TBD

- \*Actual Launch Date\*

- TBD

- \*What date will you evaluate impact after launch (and when do you expect to have your Impact Review)? \*

- TBD

**## Solution Narrative**

Timely and accurate processing of educational benefits.

**### Current Status**

Forms are submitted primarily via manual processes.

**### Key Decisions**

A digital platform to be developed for VA form 22- 8794 for submissions and processing

**#### Communications**

<Details>

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