



Process ID	Owner	Process	Description
3.0	ITIMD	Conduct Quality Assurance	Perform quality assurance for IT Summary section, Budget Tables, Business Requirements for Technology, Project and Procurements, and Operational Risks & Issues, as well as determining if any applications listed in Archer are not certified. Send any quality assurance issues to the agency’s Customer Account Manager (CAM) for resolution.
3.1	CAM	Address QA issues	Collaborates with Agency to resolve any issues.
3.2	Agency	Communicate QA Complete	Notify the CAM and ITIMD that QA issues have been resolved and updates entered in CTP and Archer.
3.3	ITIMD	Verify QA Issues have been Resolved	ITIMD verifies that ITSP and/or Archer updates have been performed.