



CDC UNIFIED PROCESS CHECKLIST



OPERATIONS AND MAINTENANCE MANUAL CHECKLIST

Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to **Operations and Maintenance Manual** have been addressed.

Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

Checklist	
	Have any related regulatory requirements been identified?
	Have the types of O&M Manuals needed been identified?
	Have information sources for each manual been identified?
	Has information to be included in each manual been defined?
	Have appropriate stakeholders and subject matter experts (SME) been identified, engaged, and if necessary identified in the appropriate O&M Manual?
	Has SME input been incorporated?
	Has the appropriate stakeholder approval been obtained?
	Has testing, training, and reinforcement exercises been planned and implemented to continuously reinforce and validate O&M Manuals
	Have O&M Manuals been made easily accessible to operations staff?
	Have stakeholders and staff been trained in the use and content of O&M Manuals?
	Has an author been identified and assigned?
	Has an editor been identified and assigned?
	Possible types of O&M manuals: <ul style="list-style-type: none">• Product installation and maintenance manuals• System description, operations, backup, and recovery manuals• Data and software administration manuals• Human resources and personnel manuals• Help desk support manuals• User Manuals• Emergency and safety manual• Quick reference guide• Job aids• Run book