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# Purpose

## The purpose of Stage 3D – Prepare for Stage 4 is to complete tasks associated with the preparation to enter Stage 4 – Complete Design.

# Scope *– applies to where & when the procedure is used*

## This process applies to all North American based R&D programs for MTS Test.

# Definitions and Acronyms

# Graphic (if needed)



# Responsibilities

## See graphic section

# Procedure

## **Update Stage 4 Program Plan**

The Program Leader updates the Stage 4 Program Plan containing the estimates of the required resources (people, time, and budget) to complete Stage 4.

Output: Stage 4 Program Plan (Quality Record 7.1)

Template: Stage 4 Program Plan Template

## **Ensure Product Compliance Process is Complete for Stage 3**

The Program Leader ensures the Product Compliance Process is complete for Stage 3.

Output: None

Template: None

## **Create Stage 4 Request**

The Program Leader generates a Stage 4 Request that contains the estimates of the required resources (people, time, and budget) to complete Stage 4.

Output: Stage 4 Request (Quality Record 7.3)

Template: Stage 4 Request Template

# Associated Quality Records – as stated in the Quality Records List

|  |  |
| --- | --- |
|  | **Required Record** |
| 7.1 | Stage 4 Program Plan |
| 7.3 | Stage 4 Request |

# Reference Forms / Templates / Documents

|  |  |
| --- | --- |
| **Form / Template / Document Title** | **Location** |
|  |  |

# Current Revision’s Training Requirements

Training requirements are determined by the document owner – either awareness or formal.

|  |  |  |
| --- | --- | --- |
| **Select One**  **(mark X)** | **Training Type** | **Training Definition** |
| X  (general) | Awareness | Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups. |
| Hardware Development Team | Formal | Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups were trained. |

# Revision History & Approval

|  |  |  |  |
| --- | --- | --- | --- |
| **REVISION HISTORY** | | | |
| **Rev** | **Description of Change** | **Author** | **Effective Date** |
| F | Created Stage 3D at Revision F for consistency | S. Firman | 11-20-2015 |
|  |  |  |  |
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| --- | --- | --- |
| **APPROVAL OF CURRENT REVISION** | | |
| **Name / Function** | **Signature** | **Date** |
| Scott Firman, Director of Solutions Engineering |  |  |