AASHTOWare  
 XXXXX Review Gate  
Approval Request

**To:** Task Force Chairperson

**From:** Contractor Project Manager

**Project/Product Name:** nnnnnn

**Submission Date:** mm/dd/yyyy  **Requested Approval Date:** mm/dd/yyyyy

Provide summary or comments regarding the review gate approval request.

Major Deliverables

The following major deliverables are attached and submitted for approval with the review gate approval. Reference materials regarding prior stakeholder review and approval are also noted and attached.

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| --- | --- | --- | --- |
| Deliverable Name | Document/File Name | Version | Reference Material |
|  |  |  |  |
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Checklist

Answer “yes” or “no” to each of the following questions.

|  |  |  |
| --- | --- | --- |
| Question | Yes | No |
| Is each major deliverable compliant with AASHTOWare Standards? |  |  |
| Have all issues regarding the major deliverables or other work associated with the review gate been resolved? |  |  |
| Does each major deliverable implement or support all user requirements in the URS? |  |  |

Noncompliance/ Open Issues / Non Supported Requirement

If “no” is answered to any of the above questions: (1) Describe any areas of noncompliance with existing standards and include the justification, (2) Describe all open issues and the planned resolution for each, and/or (3) Explain why any user requirement(s) are not implemented or supported in a major deliverable. If needed, include an attachment.

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| --- | --- |
| Noncompliance/Issue/ Requirement | Planned Resolution/Justification/Explanation |
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Contractor Acknowledgement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Acknowledged by: |  | on behalf of |  | | |
| Signature: |  | | | Date: |  |

Task Force Approval

|  |  |
| --- | --- |
| Approved (Yes or No): |  |

**Reasons for Rejection and/or Directions to the Contractor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Approved by: |  | on behalf of |  | | |
| Signature: |  | | | Date: |  |

AASHTO Project Manager Review

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reviewed by: |  | on behalf of |  | | |
| Signature: |  | | | Date: |  |

**AASHTO Project Manager Comments**

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