



SAMPLE · REDACTED

BATCH DELIVERY ARTIFACT

QA Evidence Pack

Verification, exceptions, and sign-off

CLIENT

[Redacted]

BATCH

02 of 04

COURSES DELIVERED

37

DELIVERY DATE

[Redacted]

LMS PLATFORM

[Redacted]

CRITICAL ISSUES

0 (post-fix)

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This document is a redacted sample.
Client name, dates, and platform have been removed.



OVERVIEW

Batch 02 of 04

Production batch , 37 courses delivered against Definition of Done

37 COURSES DELIVERED	0 CRITICAL ISSUES	6 EXCEPTIONS LOGGED	31 CLEAN PASS
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12 Light
20 Standard
5 Heavy
Complexity classification set in Batch 01 standards lock

DELIVERY SCOPE

Courses built to template v1.2, all modules published to [Redacted LMS] sandbox. Naming conventions, navigation structure, and accessibility baseline applied per Definition of Done.

QA METHOD

Automated link scan (pre-submission) + manual checklist review per course. 6 items escalated to exception log with owner and resolution path assigned.

EXCEPTIONS SUMMARY

3 items owned by Client IT (LTI re-auth). 2 items owned by Client SME (pending source content). 1 item flagged as Change Order scope. None are defects within acceptance criteria.

WARRANTY WINDOW

30-day warranty active from sign-off date. Defects within acceptance criteria reported to braden@tamituconsulting.com will be remediated at no charge.



VERIFICATION

QA Checklist

Applied to all 37 courses. Exceptions are logged separately on the following page.

STRUCTURE & STANDARDS

01 Template v1.2 applied , navigation, module structure, and naming rules 37 / 37

02 Course and module naming conventions applied per standards doc 37 / 37

03 Publish states correct , student-facing content published, drafts held 37 / 37

04 File organization , no obvious duplicates, stale content, or orphaned assets 37 / 37

LINKS & CONTENT

05 Student-facing links validated , 0 critical broken links (post-fix) 37 / 37

06 LTI/external tool connections verified , 3 items pending IT re-auth (logged) 34 / 37 · see exceptions

07 Source content complete and current , 2 items awaiting SME content (logged) 35 / 37 · see exceptions

ACCESSIBILITY BASELINE

08 Heading structure properly sequenced (H1 → H2 → H3, no skips) 37 / 37

09 Key images have descriptive alt text 37 / 37

10 Template elements pass contrast ratio check (WCAG AA baseline) 37 / 37

EVIDENCE

11 QA checklist completed and attached this document

12 Exception log generated, owners assigned, next steps documented 6 items logged

13 Sign-off record attached and ready for client review contact Page 5



EXCEPTIONS

6 Items , All Assigned

None are defects within acceptance criteria. Each has an owner and a next step.

COURSE	ISSUE DESCRIPTION	CATEGORY	OWNER	NEXT STEP	STATUS
C2-014	LTI link requires vendor re-authentication before student access	Integration	Client IT	Re-auth via [Vendor] admin panel; Tamitu to verify post-fix	ASSIGNED
C2-019	LTI link requires vendor re-authentication before student access	Integration	Client IT	Re-auth via [Vendor] admin panel; same fix as C2-014	ASSIGNED
C2-027	LTI link requires vendor re-authentication before student access	Integration	Client IT	Re-auth via [Vendor] admin panel	ASSIGNED
C2-022	Source PDF for module 3 not yet provided , placeholder content remains	Content	Client SME	SME to deliver revised PDF by [date]; Tamitu to rebuild module 3	PENDING SME
C2-034	Source content for compliance module flagged as outdated by SME review	Content	Client SME	SME to provide updated content; in change control queue	PENDING SME
C2-031	Client requested updated video asset to replace placeholder screen recording	Scope	Tamitu	Video production out of original scope , Change Order submitted [see CO-02]	CHANGE ORDER

Note on exception ownership: Items owned by Client IT and Client SME are outside Tamitu's delivery scope and are excluded from the 30-day warranty. Items owned by Tamitu (Change Orders or defects within acceptance criteria) are tracked to resolution at no additional charge. All items are acknowledged in the sign-off record.



ACCEPTANCE

Batch Sign-Off

Provided by the designated client review contact. Covers items within the Definition of Done.

"Batch 02 is accepted against the Definition of Done. The 6 exceptions listed in the exception log are acknowledged. Ownership and next steps for each are confirmed."

CLIENT REVIEW CONTACT

[Redacted]

TITLE / ROLE

[Redacted]

DATE OF SIGN-OFF

[Redacted]

METHOD

Email confirmation , on file

Sign-off confirms the batch has been reviewed against the Definition of Done. Items in the exception log are acknowledged separately and tracked to resolution. Sign-off does not waive the right to raise defects within the 30-day warranty window.

30-DAY WARRANTY , BATCH 02

Warranty active from the sign-off date. Defects within acceptance criteria reported within 30 days will be remediated by Tamitu at no additional charge. Warranty does not cover content changes, scope additions, or items acknowledged in the exception log as client-owned. Contact: braden@tamituconsulting.com with subject line "Batch 02 Warranty."

ABOUT THIS DOCUMENT

This is a redacted sample of the QA Evidence Pack Tamitu delivers at the close of every production batch. Client name, LMS platform, course identifiers, personnel names, and dates have been removed. The structure, evidence categories, and sign-off language reflect what your team would receive. To request a full copy of this document with actual data from a completed engagement, contact braden@tamituconsulting.com.