Mike A. Brannon, Validation, Documentation, Requirements and Process Specialist

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Summary

Over 30 years of extensive system validation and documentation experience. A wide variety of projects in both system validation and technical writing spheres, including several positions involving team leadership and project management.

Related Experience

Senior Business Analyst, MISO *(December 2018-Present)*

- Specialized in requirements elicitation, curation, and documentation for over fifty projects.
- Performed requirements engineering at the process, system, and design level.
- Produced over two hundred engineering documents, including System Requirements Specifications, Standard Operating Procedures, Work Level Instructions, White Papers, Audit Reports, and Trace Matrices.

Technical Writer, Beacon Hill *(August 2016-December 2018)*

- Engagement with MISO as Technical Writer for the IT Process Management Team.
- Edited, processed and published over 100 controlled documents, including procedures, policies and plans.
- Trained three technical writers for the department.
- Conducted over twenty PolicyTech training classes.
- Extensive work on the department style guide, numerous documentation projects for various departments in the MISO IT Organization.

Validation and Documentation Specialist, Brannon Consulting Services LLC *(May 2011– Present*)

- Engagement with Eli Lilly – *Sep 2014 – Present*: edited and processed over 200 standards, practices, resource, periodic reviews, compliance reports and references for the Global Quality Services Organization.
- Engagement with Elanco, *Jan 2012 – Sep 2014*: planned and documented seven production validation projects for the Clinton Plant.
- Engagement with Transcend Medical, *May 2011 – Oct 2011*: planned, executed and documented an extensive ePRO/EDC system.

Lead Validation Specialist, REGISTRAT-MAPI (*April 2007 – March 2011*)

- Specialized in Late Phase Pharmaceutical Studies.
- Validated and tested protocols for computer automated systems.
- Directed, documented and completed fifty major validation projects to date, specializing in CFR Part 11 Compliance.
- Extensive experience writing Validation Plans, Installation and Operational Qualifications, and User Acceptance Tests.

Industries

System Validation (Pharma, Manufacture, Energy, Software), Technical Writing, Requirements Elicitation, Requirements Curation, Software Documentation, Process Engineering, Quality Assurance, Energy (RTO), Public Relations, Information Technology, Project Leadership, Publishing, Audit Preparation, Instructional Design, Training, Agile Project Management

Quality and Validation

FDA (*21 CFR P11 Specialty*), WHO, ISPE, ICH, ISO, TL9000, MBQ, HIPPA, PQMI, FERC, NERC, SAP, Lilly, Elanco, Validation Plans, Validation Reports, Installation Qualification, Operational Qualification, Production Qualification, Traceability Matrices, Software Development Lifecycle, Corrective Action Reports, CAPAs

Business Tools

All Microsoft Office applications, Doors, Monday, GitHub, Blueprint, iServer, Regulus, Epic, SAP, OpenText, MySQL, PolicyTech, Captivate, Python

Technical Writing

Madcap Flare, FrameMaker, InDesign, Scribus, FrontPage, Epic, Photoshop, SnagIt, RoboHelp, SharePoint, PolicyTech

Certifications

Entry Certificate in Business Analysis (ECBA, IIBA, 2024)

Certified Scrum Master (CSM, National Scrum Alliance, 2025)

Senior Technical Writer, Exstream Software (*January 2005 – April 2007*)

- Extensive work both in documentation of the Dialogue product as well as designing and authoring seven training courses.
- Consistently assigned the most technically advanced topics documented by the department.
- Designed and developed Flash computer-based training courses.

System Validator, Analysts International (*May 2004 – December 2004*)

- Contracted as a system validator in the Indianapolis area.
- Directed, documented and completed four validation projects for Eli Lilly and Company.
- Directed, documented and completed three validation projects for Disetronic.

Senior Technical Writer, Ontario Systems (*April 2002 – May 2004*)

- Led a project team documenting the Artiva line of products.
- Worked extensively in XML-based online documentation.
- Assigned several projects within the developer and programmer sphere due to acumen with complex programming procedures.

Documentation Department Director, Avaya Communication (*March 2000 – March 2002*)

- First Director of the Professional Services Documentation Department.
- Duties included software documentation, business writing, press release authoring, quality assurance testing, and library science.
- Managed a team of six technical writers.

Process Engineer and Documentation Specialist, Lucent Technologies (*June 1997 – March 2000*)

- Member of the award-winning Business Development Team.
- Led fifteen Process Improvement Initiatives within Lucent.
- Built and maintained the BDIS Process Web Tool, a Process Development Tool that won the President's Team Award.

AWARDS

MISO VP Outstanding Achievement Award (MISO, 2018)

Pinnacle Quality Award (REGISTRAT-MAPI, 2010)

Department Excellence Award (Exstream Software, 2005)

Professional Services Quarterly Excellence Award, Silver Achievement (Avaya, 2000)

President's Team Achievement Award, Gold Level (Lucent, 1999)

EDUCATION

M.S. Technical Communication, University of Colorado at Denver (1999 – 2001)

B.A. English and Writing, University of Colorado at Denver (1993 – 1997)

Vice President, Sigma Tau Delta International Honor Society (Denver Chapter), 1995-1997

Samples of my regulatory and technical writing, as well as professional references, are available upon request.

Please visit my website for more details about engagements, projects, experience and work history.