CLIENT OPERATIONS

Client approval workflow worksheet

A worksheet for defining what needs approval, who decides, how revisions work, and how decisions are recorded.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

Feedback is arriving late, in the wrong place, or without a clear decision.

WORK THROUGH THE CHECKLIST

- [ ] 01 **Name the approval item**
- [ ] 02 **Name the final decision maker**
- [ ] 03 **Set the review window**
- [ ] 04 **Define revision limits**
- [ ] 05 **Record the decision**
- [ ] 06 **State the next step after approval**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.