**Design Review Documentation & Stakeholder Approval Records**

**Objective:**  
Maintain structured records of all design evaluations, architectural validations, and formal approvals to ensure alignment, quality assurance, and traceability.

**Detailed Components:**

* **Review Sessions:**
  + Periodic design walkthroughs (UI/UX, system architecture, data flow) with key stakeholders.
  + Inclusion of external consultants or compliance officers where needed.
* **Approval Artifacts:**
  + Signed meeting minutes, approval forms, risk registers, and issue logs.
  + Each major design element tagged with status: Draft, Reviewed, Approved, or Rejected.
* **Version Control:**
  + Maintain design documents in a versioned repository (e.g., Git, Confluence, SharePoint).
  + Change logs with contributor history and impact assessment summaries.
* **Sign-Off Matrix:**
  + Who signs off on what (e.g., CIO on security architecture, HR Director on process flow).
  + Linked to RACI chart of the project governance structure.
* **Traceability Matrix:**
  + Cross-referencing of design components with business/technical requirements.
  + Ensures no critical requirement is left unaddressed.
* **Audit Preparation:**
  + Collated documentation for internal and external reviews.
  + Used as evidence of due diligence and regulatory alignment.