**Review and Approval Process Steps:**

**A review and approval process is a way to ensure the quality of content and documents through a set of steps that involve multiple stakeholders giving feedback, suggestions, and the final green light.**

It is a process where a document is sent to one or more people for input and approval before proceeding. This process ensures that the document is correct and meets the needs of everyone involved. This is usually done to avoid any possible conflict or confusion that could come from someone not agreeing with the proposed document.

Submission:

* Authors submit documents for review and approval through the associated configuration management tool (ex: GitHub).
* Include relevant metadata in the [review log](Review%20Log.xlsx) such as document name, author, version number, etc.

Initial Review:

* The project manager decides the reviewer/s assigned to each document.
* Assigned reviewers examine the documents according to the established [criteria](#Criteria), These criteria are stated at the end of the document.
* Reviewers provide feedback, comments, and suggested revisions, and attach it to the [review log](file:///E:\ITI%20Testing\QA\Workshop\Review%20Log.xlsx).

Revision:

* Authors incorporate feedback and make necessary revisions to the documents.
* Implementing changes based on the approval feedback is crucial to ensure that the document aligns with the desired objectives.
* Ensure all comments and suggestions are addressed.
* This stage ends when the author close the task on the project management tool (ex: Trello).

Secondary Review:

* After making changes based on the feedback from the reviewers, we will need to submit the document for review again.
* This process may need to be repeated until the reviewers are satisfied with the document.
* Any remaining issues or concerns are addressed.

Final Approval:

* Approved documents are reviewed by project manager or decision-makers.
* Decision-makers verify that the documents meet all requirements and standards.

Document Sign-off:

* Once approved, documents are signed off by the appropriate authority or stakeholders.
* Sign-off indicates formal acceptance and authorization for use.

Distribution:

* Final approved documents are distributed to all relevant parties.
* Ensure documents are accessible in appropriate locations.

Document Control:

* Maintain a central repository for all approved documents.
* Implement version control to track changes and updates.

Periodic Review:

* Establish a schedule for periodic review and update of documents to ensure they remain accurate and relevant.

**Criteria for reviewing documents:**

1. Check document type and format.
2. Ensure document is readable and legible.
3. Verify document content.
4. Cross-check for any outdated or irrelevant information.
5. Check for any grammatical or spelling errors.
6. Ensure document structure and formatting is consistent.
7. Check compliance with company's style guide.
8. Verify all necessary document sections are complete.
9. Verify inclusion of supporting documents or appendices if necessary.
10. Check if all required signatures are present.