



Before you approve the next project milestone

A practical one-page check for the evidence, open work, and ownership behind a “ready” update.

☐	Decision and readiness What decision is due? Write the conditions that must be true before the milestone can proceed.
☐	Evidence and sources For each important claim, can the reviewer open its source and see its date, scope, and context?
☐	Conflicts and gaps Do records disagree, or is required information missing? Keep unresolved items visible and label unknowns.
☐	Dependencies and risk What still depends on another person, team, or event? What could change the decision if it remains unresolved?
☐	Accepted ownership Has the next-step owner accepted it? Record the expected result and when the reviewer should check back.
☐	Approval and action limits Who can approve the decision, what exactly does approval allow, and what conditions or safeguards remain?

RECORD THE OUTCOME

Decision: Proceed / Proceed with conditions / Hold for evidence

Open follow-up: _____ Owner: _____

Use this check on one recurring workflow.

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