

One useful task. One clear decision.

Start here. Use the detailed sheets only when the task needs a fuller record. A checklist records decisions; it does not enforce software permissions.

- ☐ Name one useful result. What should be better when this is done?
- ☐ Set the boundary. Name the exact file, account or system that may change.
- ☐ Check the facts. Keep the source, date and version behind the decision.
- ☐ Confirm permission. Does the existing approval cover this exact action?
- ☐ Check again before acting. Stop if the target, content or conditions changed.
- ☐ Keep a record. Note what actually ran, including failures and partial results.
- ☐ Look at the result. Open or read back the actual output; do not rely only on “success.”
- ☐ Close the loop. Record what passed, what remains and whether recovery is needed.

My task

Evidence and result location / next step / owner

Routine draft? A few notes may be enough. Consequential change? Use the relevant worksheets and existing approval rules. Keep secrets out of these files.