Review/Approval Checklist

Planning
Identify reviewers
Identify approvers
Create a schedule
(Bulletproof) Decide review authority in advance
(Bulletproof) Send outline and objectives to review
Asking for reviews
State the review objective
Provide an explicit deadline
Remind reviewers 24 hours ahead
Integrating comments
Integrate review feedback
Manage any conflicts
Final Sign-Off
Send to approvers for final sign off
Integrate final feedback if necessary