

Name the next decision, then use the section that fits.

Mark each item Done, Open or Not relevant. Give every Open item an owner and a next action. Keep passwords, recovery codes, account numbers and private client information out of this worksheet.

Five-line brief

Project: _____

Who needs to use it: _____

The one thing they should be able to do: _____

What is outside this round: _____

Person who can approve the result: _____

A. Website path

- ☐ I identified the current website or preview.
- ☐ I wrote one visitor task for this release.
- ☐ I separated blockers, agreed release work and later improvements.
- ☐ I walked through the main task on a phone.
- ☐ I checked essential facts, links and contact details.
- ☐ An authorized form test verified its visible result and actual delivery.
- ☐ I noted basic usability barriers, including keyboard access and zoom.
- ☐ Each blocker has an owner and a way to verify the fix.
- ☐ The responsible person will confirm release, recovery and search visibility.
- ☐ No private-data exposure or essential broken action is being ignored.

Top blocker: _____

Owner and next action: _____

Evidence that will show it is fixed: _____

Make a clear handoff or a review-ready content batch.

B. Handoff

- ☐ One link identifies the current working version.
- ☐ Relevant editable files, copy and assets are listed.
- ☐ I separated Keep, Change and Need a decision.
- ☐ Each unresolved issue describes expected and actual results.
- ☐ The access map names systems, account owners and roles, not passwords.
- ☐ Sharing is limited to the people and material needed.
- ☐ The next delivery and its acceptance checks are written down.
- ☐ The reviewer and publication decision-maker are named.

Missing decision and owner: _____

Next delivery and what counts as accepted: _____

C. Content batch

Prepare one review card per post, showing its title, purpose, asset, caption and next step. Start with three posts, then check each card:

- ☐ The asset is identified and its permission is checked.
- ☐ The caption, next step and destination are shown together.
- ☐ Names, dates, offers and factual claims are checked.
- ☐ Private details and unsupported results are excluded.
- ☐ Image descriptions and video captions are prepared where relevant.
- ☐ The reviewer chose Approved, Changes needed or Hold.
- ☐ The final version is distinguishable from earlier drafts.
- ☐ Account, timing and permission will be confirmed before publication.

The next decision

Next action and owner: _____

Reviewer and check-back date: _____

What we are leaving for later: _____

Continue: finishthestuff.com/finish-finder

Explore: finishthestuff.com

Planning aid only, not a complete accessibility, legal or technical audit. The companion guides provide context and primary-source references.