

REVIEW AND HANDOVER

Client review and handover checklist

ScienceDojo for Business · Editable example. These are planning checks, not a claim that a client has approved this fictional module.

Learning brief & storyboard

- ☐ Audience and workplace task
- ☐ Observable learning objective
- ☐ Decision, feedback, application, and review sequence

Application exercise & scoring guide

- ☐ Fictional source notes and response prompt
- ☐ Four criteria with three descriptive levels each
- ☐ Illustrative response, worked review, and suggested revision

Client review & handover checklist

- ☐ Subject expert checks the process, fictional facts, expected response, and assessment criteria before final sign-off.
- ☐ Client reviews the agreed scope and supplies consolidated feedback for the two review rounds.
- ☐ Final checks cover the agreed browser and device journey, keyboard use, visible labels, and readable feedback.
- ☐ Handover notes identify the final module version, agreed launch steps, known limitations, and how future changes are requested.

Final delivery record

- Module version: [record]
- Client approver and sign-off date: [record]
- Agreed supported browsers and devices: [record]
- Hosting and launch steps: [record]
- Files supplied and usage terms: [record]
- Known limitations: [record]
- Changes requested or follow-up scope: [record]