Team access and approval record

Use fictional information for training. Complete and save a copy in your approved system.

Workflow and approved source

Named users and permitted actions

Reviewer and authorised approver

Evening cover and hold rule

Access review date and responsible owner

AI trial scorecard

Use fictional information for training. Complete and save a copy in your approved system.

Trial tasks and acceptance criteria

Manual time by case and total

Draft, checking and correction time

Errors and unintended actions

Scope decision, named owner and next test

Incident and handover record

Use fictional information for training. Complete and save a copy in your approved system.

Time, evidence and affected recipients

Remaining queue and containment confirmation

Correction, approver and delivery check

Access changes and outstanding actions

Restart test, authority and review time