

Before You Start the Next Revision

A one-page decision check for feedback from more than one reviewer

1. Group comments by affected element

Use one group for comments about the same page, frame, timecode, headline or component. Keep links to the original comments.

2. Count directions, not importance

Record change, keep and question signals. The counts reveal disagreement; they do not decide whose instruction controls.

3. Assign one decision owner

Name the person authorized to resolve that group. Mixed signals should not move into revision while ownership is unclear.

4. Write one final instruction

Turn the decision into a specific, testable change. If the group needs clarification, ask before editing.

5. Verify the named version

Record the version that implements the decision, compare it with the final instruction and only then close the group.

What this check does not replace

- It does not annotate media, compare versions or preserve a signed approval record.
- It does not interpret contracts or decide which reviewer has authority.
- Use your proofing tool, source files and client agreement as the record of truth.