

Version Control Chart Template

Web Page	With	Review Type	Follow up Date	Date needed by	Notes
	Person who is currently reviewing file	Plain language, legal accuracy, User relevance, Final approval		You always want to keep the "drop dead" date top of mind.	Keep track of problems requiring a lot of work, or problems that re-occur across many pages.

Commented [BM1]: It may be more straight-forward to divide by file instead of page if you have multiple pages in one file. The advantage of keeping it granular is in case some pages within the same file are done before others and you want to upload as soon as possible.