

Project overview

A sample PDF for a project review.

1. Review scope

Collect feedback on the design and document structure.

2. Work schedule

Review the draft within the team, then prepare the next review.

3. Checkpoints

All names and content are fictional examples for this guide.

Internal review

Review checklist

A sample PDF for a project review.

1. Check the title and body

Collect feedback on the design and document structure.

2. Check the watermark

Review the draft within the team, then prepare the next review.

3. Check completed PDF folders

All names and content are fictional examples for this guide.

Internal review