

## Approval Checkpoint Checklist

The Butler

# approval checkpoint checklist

### ## 1) Workflow summary

- Workflow name:
- Team or function:
- Workflow owner:
- Backup owner:
- Workflow goal:
- Boundary summary:
- Risk level:

### ## 2) Approval pattern map

Use the article's exact pattern names.

Approval pattern | Boundary crossed | Approver | Backup approver | Trigger

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pre-action boundary approval | | | |

post-build pre-release approval | | | |

escalation-on-exception approval | | | |

delegated guardrail approval | | | |

### ## 3) Approval request requirements

Complete each short field before requesting signoff.

- Exact action requested:
- Why approval is required:
- Artifact to review:
- Expected side effects:
- Decision deadline:
- Fallback path:
- Guardrail candidate:

### ## 4) Pause and escalation rules

- Automatic pause trigger:
- Escalation owner:
- Timeout rule:
- Denial handling:

### ## 5) Audit and follow-up

- Audit log location:
- Follow-up review date:
- Repeated approval to convert into standing guardrail:

### ## Quick implementation pass

- [ ] List every workflow step that crosses a real risk boundary
- [ ] Assign one approval pattern to each boundary
- [ ] Require exact action plus a review artifact in every request
- [ ] Define fallback if approval is denied or delayed
- [ ] Measure approval wait time and clarification loops for two weeks
- [ ] Convert repeated low-risk approvals into explicit guardrails

### ## Next step

If you need the deeper system, the operator playbook pack extends this same job with approval request templates, escalation rules, handoff forms, and worked rollout examples.