

A final review for your working plan

A useful working plan names who is responsible, when it will be reviewed, which access needs you considered, who you involved, and what you chose not to assume. Completing the boxes matters only when the follow-up is clear.

Content

Responsibilities: every follow-up has a named person.

Review date: choose a specific date within a reasonable window and place it on the calendar.

Access: language and disability/communication access considered for this specific work, not in general.

Who was involved: who took part before the plan was final, what role they had, and how their input was used.

Assumptions avoided: what you chose not to assume about the people affected.

Open questions: note what you still do not know and where you will take it next: Resources, a partner, the person responsible for the policy, or a consultation.

Next steps

- **Choose a learning path** — [program page /learn](#)