

Lesson 25 Action Workbook

Delivering High-Quality Work Every Time

Module 3 of 5: Profiles, Proposals and Clients

Check the brief before starting

Define quality using the agreed requirements and acceptance criteria.

Name: _____ Date: _____

Brief-check system

Record deliverables, audience, formats, deadline, inputs and acceptance criteria.

Clarification log

List missing details, questions, client answers and approved decisions.

Quality plan

Choose checks for accuracy, completeness, style, usability and permissions.

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Review the work and manage revisions

Use a repeatable checklist before sharing each version.

Name: _____ Date: _____

Quality checklist

Check the brief, facts, spelling, layout, links, file formats and completeness.

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Revision tracker

Record feedback, scope, version, change made, reviewer and approval status.

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Final verification

Record checks completed, unresolved issues and the agreed next action.

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Deliver clearly and improve your process

Send checked files with useful handover notes and follow-up steps.

Name: _____ Date: _____

Draft delivery message

List draft files, review instructions, feedback deadline and included revisions.

Final delivery message

List final files, access instructions, acceptance steps and any remaining work.

Quality review

Record a repeated mistake, its cause and one checklist improvement.