mono

Workflow baseline & acceptance criteria

A working template for agreeing the starting point, the intended outcome and the evidence needed before release. Complete it with the workflow owner before building.

Define the workflow

Workflow / team	
Business owner / approval owner	
Current process and systems	
Inputs, outputs and exceptions	

Record the baseline

Measure	Current position / evidence
Volume and time per task	
Quality and failure cases	
Human review and correction effort	
Operating cost and data boundaries	

Acceptance & release

Use observable criteria. Name the person who can approve, correct or stop the work. Do not substitute a model score for a check of the actual outcome.

Agree what done means

Criterion	Target and test / evidence
Output quality and required sources	
Access, permissions and data handling	
Failure handling and escalation	
Human review and release approval	

Review and handover

Item	Owner / record
Test cases and verification results	
Remaining limitations and accepted risks	
Operating guide and monitoring	
Sign-off / date / next review	

Suggested use: Map the workflow, record baseline evidence, test the agreed criteria, then decide whether to release, revise or stop. Keep the completed template with the project handover.