

# Automated Approval Workflow

## Document Details

Document Title:

Prepared By:

Date:

## Workflow Overview

This automated approval workflow is designed to streamline and standardize the process of reviewing and approving documents within the organization.

## Steps in Workflow

- 1. Submission of Document
- 2. Initial Review by Supervisor
- 3. Department Head Approval
- 4. Final Approval by Management
- 5. Notification to All Stakeholders

## Roles and Responsibilities

Role	Responsibility
Document Owner	Submits document for approval
Supervisor	Conducts initial review
Department Head	Approves or rejects the document
Management	Provides final approval

## Comments

Add Comments: