# Workflow Review Checklist

Use this checklist during quarterly automation reviews or change control assessments.

* Is the workflow still in use? (Yes/No)
* Have the business requirements changed?
* Are all actions and nodes still valid (e.g., assigned groups still exist)?
* Do all approvals route correctly?
* Are SLAs still applicable and up to date?
* Is the workflow causing circular triggers or conflicting logic?
* Is the workflow properly documented and named?
* Is the workflow aligned with ITSM or internal governance standards?
* Are notifications still reaching the intended recipients?
* Have new workflows replaced or superseded this one?