



Product Review Checklist Instructions:

Partners, the checklist below is provided to ensure the product review process is efficient and the turnaround time of the product is done within the timeline of the request. Please complete the checklist and send it to the PFL Partners inbox, along with your cleared product brief and product submission.

Once received, the partnership team will review the checklist and if there are no questions and or gaps, the product will continue to the review process. If there are questions, the partnership team will contact you immediately.

Priority #	Checklist questions	√	References
1	Complies with PFL Scope		Project Firstline Product Development, “Stay within PFL scope”, page 13.
2	All product deliverables are in alignment with the CLEARED product brief		Project Firstline Playbook, “Review the product approval process and timeline considerations”, page 18.
3	Uses existing PFL pre-cleared content as appropriate (i.e., session plans, content outlines, PFL logo, key messaging)		Project Firstline Playbook “Review and use existing pre-cleared content”, Page14.
4	Final approved product brief is used to develop the content for the PFL product(s)		Project Firstline Playbook, “Review the product approval process and timeline considerations”, page 18.
5	Documents have completed copy-editing, including spelling and grammar check		Project Firstline Playbook, “Copyedit as you go”, page 8.
6	Included citations from reputable primary resources		Project Firstline Playbook, “Use Appropriate References and Citations”, page 12.
7	Submitted video scripts and storyboards for approval before any recording/animation begins. Submitted transcripts of already recorded podcasts or videos, when applicable.		Project Firstline Best Practice by Product type, pages 21 through 33.
8	Completed internal reviews prior to submission		Project Firstline Playbook “Review timelines by product type,” page 19.
9	Used PFL Style Guide for design guidance and criteria		Project Firstline Visual Style Guide, dated 3.2.21.