**Instructions:**

The purpose of this table is to facilitate proper timing and logistical efforts for efficient team review of documents and deliverables.

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| **Due Date** *(Should give each reviewer at least 48 hours to review)* | **Who**  *(Determine who should review the document and order in which authors should review document)* | **Comments**  *(Any notes to the reviewer about areas they should pay extra attention to, given their expertise)* |
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We have found it is helpful to inform co-authors they will need to review a document one week prior to the document being sent by a team member. This allows for a team decisions about who needs to review the document and what order it will be reviewed and allows for reviewers to add reviewing the document to their schedules.