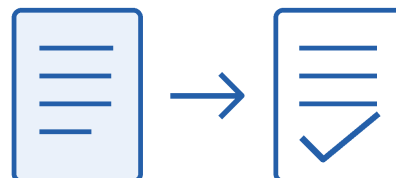


Project work plan

A review checklist that continues across two pages.

Use this work plan to prepare a consistent document package. The review steps form one checklist, continued on the following page.



Review step	What to check	Result
Source review	Check that all supplied pages are readable.	Pending
Page sorting	Put the pages into their intended sequence.	Pending
Image inspection	Check that each illustration is complete.	Pending
Text correction	Review names, amounts and punctuation.	Pending
Heading structure	Keep the heading levels consistent.	Pending
Paragraph spacing	Use clear breaks between related ideas.	Pending
Table reconstruction	Keep values in separate editable cells.	Pending
Figure placement	Keep illustrations near their explanation.	Pending
Footer review	Check labels at the bottom of each page.	Pending

The checklist continues on the next page. Keep both pages together when reviewing the project.

Work plan, continued

A review checklist that continues across two pages.

Continue with the remaining review steps. Keep the same table columns so the work plan stays easy to compare across the page break.

Review step	What to check	Result
Link checking	Confirm that useful references remain clear.	Pending
Reading order	Read the complete document in sequence.	Pending
File naming	Choose short and descriptive output names.	Pending
Delivery review	Compare the result with the source pages.	Pending
Final export	Save a clean and editable document package.	Pending

Completion and handover

Before handing over the result, compare both pages with the original. Confirm that the illustration, table structure and reading order have been retained.