**Phase 3 Approval method selection**

1. **APPROVAL FUNCTIONALITY**
   If you completed Phase 2, did you provide a ‘yes’ response to any of questions 1 to 4 in Phase 2, Module 3: Business requirements?

   - **YES**
     - Action tracking is recommended if additional workflow functionality is not required. Continue to Action Tracking Implementation.
   - **NO**
     - Start here if you are continuing from Phase 2 – Business Requirements

2. **APPROVAL FREQUENCY**
   Will the approval need to occur regularly or on an ongoing basis?

   - **YES**
     - Alternatively, establish a workflow approval process if additional functionality is required. Continue to Workflow Approval Implementation.
   - **NO**
     - Start here if you answered ‘No’ to all questions in Phase 1 – Business Process Risk Assessment

An Email approval method is recommended. Continue to Email Approval Implementation.