NATIONAL ARCHIVES OF AUSTRALIA

DIGITAL
AUTHORISATIONS
FRAMEWORK

BUILDING
TRUST
IN THE PUBLIC
RECORD

PHASE 3 APPROVAL METHOD SELECTION

Start here if you are continuing from
PHASE 2 APPROVAL REQUIREMENTS

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 →

Is the process a linear approval process that does not require functionality such as redirections, reallocations of tasks and involve multiple instances of information, data or approvers?

YES →

Action tracking is recommended if additional workflow functionality is not required. Continue to **Action Tracking Implementation**.

NO →

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**

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

YES →

Action tracking is recommended if additional workflow functionality is not required. Continue to **Action Tracking Implementation**.

NO ↓

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