

### Always Required

Each workflow has an owner (if owners leaves, new owner needs to be assigned)

All workflows published to server should be invited to Demo/Design review sessions

Workflows sitting on pilot environment for extended periods trigger automatic follow-up

### Always Recommended

Complete and accurate Workflow Documentation, including inputs, outputs, and core logic

Key steps in the workflow are documented leveraging Workflow Annotations

Workflow only uses data from Approved Data Sources

Desktop Procedures (Onboarding Guide for new users) to run the workflow

Independent Workflow Review and formal Sign-off Process (incl. manager sign-off)

Workflow contains Control Points & Pass/Fail statistics, clearly alerting users if errors occur

Up-To-Date Change Logs, meeting the requirements of Corporate Change Management standards (incl. tracking changes in Workflow Annotations)

Internal Support/Backup Plan (at least 2 associates in the team trained to maintain/run)

### Recommended for Higher Risk Workflows

Separate Development/UAT/Production Environments; documented sign-offs

Workflow is built such that it can only be run in production environments (i.e. users do not have permissions or access credentials)

Separate user ID for the workflow (workflow does not depend on login credentials from a specific user)

Scheduled Workflow Audits, performed independently, at pre-specified intervals

Failed Controls stop workflow execution (notably writing data outputs) and trigger automated Escalation Emails