

MODERNIZING CONCURRENCE

Pick and choose from these best practices to meet your needs!

Early Briefing

Conduct before distributing a document to familiarize reviewers with key concepts



Parallel Concurrence

Facilitate simultaneous review whenever possible to tighten schedules



Collaboration Tools

Use IT tools (e.g., OneDrive, SharePoint) to enable reviewers to collaborate in real time



Clear Expectations

Specify how and when reviewers should provide comments and concurrence



Need-to-Concur

Focus concurrence chain on the most affected parties; send others a courtesy copy for awareness



Concurrence Matrix

Use a concurrence matrix to designate documents or areas of responsibility for each reviewer



Provisional Concurrence

Use when a document is nearly complete and has few minor outstanding items



Resolution of Reviewer Comments

Hold a brief meeting or call to resolve comments



Concurrence Meeting

Reach alignment and gain verbal concurrence from multiple reviewers at once



Proactive Follow-up

Provide reviewers clean and markup versions, or a summary of resolution, to confirm concurrence

