Yardwork

OpenClaw access and approval review

Proposed permission patterns — restrict sending to the approved path.

Workflow	Tools needed	Access level	What to withhold
Client status update email	Gmail, CRM	Draft + send (email); read (CRM)	CRM write, delete access on either tool
CRM record update from meeting notes	CRM, calendar	Write (CRM); read (calendar)	Email send, file storage access
Weekly report compilation	Project management tool, CRM	Read only on both	Any write or send permission
Follow-up sequence	Gmail	Draft + send	CRM write, calendar access

Named reviewer

Who reviews the action, and who takes over when unavailable?

Review mode

Which action must wait for explicit approval? Test the actual sending or writing tool.

Escalation

Choose an interval and fallback. Example: notify the team lead after four hours while keeping the action blocked.

Before live actions

Test routine cases, missing information, forbidden operations, absent reviewers and failed connections. Record the result and repeat affected tests after changes.

Owner / result / next review: _____