

Your working copy

Keep the answer, its evidence and the people who checked it together. Use one record per question in your existing team tools.

Status: draft / confirmed / needs review

Record ID: [internal reference] | Version: [version] | Owner: [name] | Updated: [YYYY-MM-DD]

01 Question and context

Exact question, client/project, period and applicable contract or policy version.

02 Answer and limits

Established facts, conditions and unresolved points. Do not mark a draft as confirmed.

03 Sources

For each fact: source link or reference, section/message/record, version and date checked. Keep restricted evidence in its authorized location.

04 Confirmations

Name, role, specific fact checked, source reference and confirmation date for each person.

05 Access

Who may read/reuse this answer? List restricted evidence and the authorized owner to contact.

06 Review triggers

What changes require another check? Name the owner and record the next check, if useful.

One question. Visible evidence.

Fictional example. Atlas, the people and the records below are illustrative. Replace all references with your own authorized sources.

01 Question and context

Why did Atlas exceed its agreed September hours? Fixed-fee project; September 2026; contract version 1.

02 Answer and limits

40 hours were agreed; 60 were logged. The records identify 20 redesign hours outside the agreed scope, marked unbilled. This does not establish a profit percentage or a right to charge the client.

03 Sources

Contract v1: September scope, 40 hours. Slack: redesign request and scope discussion. Business records: 60 total hours, including 20 redesign hours and their billing status. Add the exact authorized references and check dates.

04 Confirmations

Alex checks time entries and billing status. Sam checks the contractual scope and the request. Each records the evidence used and the date of their own check; neither confirms the other's work by default.

05 Access

Project team with access to the contract and business records. A wider audience receives only a version approved for that audience.

06 Review triggers

New contract, corrected time entries, changed billing status or disputed scope: reopen the record. Maya checks that it still applies before using it for a renewal.

Before reuse

The question and conditions still match. The evidence is still applicable and available. The reader is authorized to receive the answer. No unresolved change affects the confirmations.

If a check fails or is uncertain, mark the answer for review. A confirmation never widens source permissions.

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