

Review a proposal in 5 minutes

A first-pass decision note identifying commitments, evidence and unresolved questions. This is not a substitute for professional review when consequences require it.

Timed steps

- Minute 1 - Identify the document purpose, intended audience and the decision you need to make. Use a redacted, low-risk practice document.
- Minute 2 - Mark commitments: who does what, by when, at what cost, and subject to which conditions. Record the exact supporting passage.
- Minute 3 - Separate facts, assumptions and promises. Flag unsupported numbers, unclear exclusions, missing dates and inconsistent terms.
- Minute 4 - Write the three questions that most affect the decision. State what evidence would resolve each one; do not turn an assumption into a fact.
- Minute 5 - Write a short note: purpose, key commitments, material uncertainties and recommended next step. For legal, financial or safety implications, route the relevant issues to an appropriate reviewer.

Worked example

Claim: "Delivery within two weeks." Unresolved: two weeks from payment, approval or project start? Question: What event starts the delivery period, and what happens if approval is delayed? Evidence: an explicit schedule and dependency clause.

Optional AI prompt

Review this redacted proposal for [decision]. List commitments, supporting passages, assumptions and unresolved questions. Use only the supplied document. Distinguish absent information from a negative finding. Do not approve, sign or send anything.

Your practice task

Choose one ambiguous sentence and rewrite it as a precise question for the author. Keep the original wording as evidence.

Check your work

Can every claimed commitment be traced to the document? Have you distinguished missing evidence from proven problems? Is the next action proportionate to the risk?

Learning comes before credentials. Completing this reading alone does not issue a certificate. Programme assessment and practical requirements apply.