Build a connected evidence workflow

A fillable planning workbook for five connected lessons and one practical pilot.

Use the fictional course example first. Then adapt the five-part plan to your own collection, analysis and reporting workflow. Record the sources, definitions, review decisions and access needed to make it useful.

Download and open this PDF in a PDF reader that supports forms. Type in the shaded boxes and save a copy. You can also print it and write by hand. Some browser viewers handle saving differently: reopen your saved copy to check your answers.

Use fictional or de-identified material for practice. This workbook does not send or store your answers on a website. Completion is a planning exercise, not certification of an implemented system.

Your workflow and decision question and one workflow to test

Who will help you test the plan? Record the owner and a review date.

1. Plan the return

A quarterly collection plan combining shared metrics, company-specific evidence and supporting documents.

Practice context: Common metric - Unit, period and population - Support a meaningful shared comparison; Company-specific outcome - Definition and evidence method - Keep the investment's intended result visible

On workbook page 2, specify C-12's quarterly packet. Separate common and specific fields and identify what can come from an existing source.

Record your decision, unresolved question, owner and next review date.

Self-check: Can the company complete the request and understand why each item is needed?

2. Review incoming evidence

An exception review that distinguishes a detected mismatch from a verified correction.

Practice context: Period mismatch - Quarter form; six-month statement - Request supported quarter evidence; Unit mismatch - People versus visits - Confirm definitions before comparison

On workbook page 3, record C-12’s period exception, the clarification request and the evidence needed to close it.

Record your decision, unresolved question, owner and next review date.

Self-check: Can another reviewer see why the issue was raised and why it was resolved?

3. Connect the history

A relationship and version map that preserves the basis of every reporting cycle.

Practice context: Company - Contacts and investments - Identity and relevant role changes; Investment - Company and fund - Terms and effective dates

On workbook page 4, map a revised C-12 return and a changed outcome definition. Show what the earlier board report still points to.

Record your decision, unresolved question, owner and next review date.

Self-check: Can a new colleague reconstruct an earlier report from the retained record?

4. Define comparable results

A dictionary connecting metric definitions, framework references and aggregation rules.

Practice context: Meaning - Unit, population and period - Prevents unlike values sharing one label; Method - Source and collection approach - Makes interpretation reviewable

On workbook page 5, define a common measure and a C-12-specific outcome. State whether each can be aggregated and what source supports it.

Record your decision, unresolved question, owner and next review date.

Self-check: Can a contributor and a reviewer explain the same measure the same way?

5. Govern and report

An audience-specific reporting plan with source traceability, approval and a repeatable next cycle.

Practice context: Company - Own accepted results and clarification requests - Own permitted records; Fund reviewer - Evidence, exceptions and definitions - Approval responsibility

On workbook pages 6 and 7, draft a claim-evidence table and test one complete quarter. Include a denied access request and an unresolved return.

Record your decision, unresolved question, owner and next review date.

Self-check: Can the report be checked and repeated without reconstructing the sources?

Test the complete workflow

Use fictional records first, then agree a small authorized pilot with the responsible people.

- [ ] A contributor can submit the intended information.
- [ ] An unrelated reader cannot access restricted evidence.
- [ ] A correction preserves the original and its reason.
- [ ] A reviewer can trace a finding to its source and definition.
- [ ] The intended reader receives useful, approved findings.

Expected vs actual behavior: record gaps and the person responsible.

What will change before the next cycle? Include the next review point.