Professional Writing Brief and Review Workbook

Prepare an evidence-informed technical document and a traceable review of its important claims.

How to use these four pages

1. Define the reader, question, format and intended result.

2. Agree approved sources, technical input, boundaries and permissions.

3. Confirm the outline, terminology, review roles and revisions.

4. Record important claim checks and the version approved for release.

A practical working aid

Use the blank records for your own discussion. Examples are fictional, not client case studies. Print to complete by hand or adapt the prompts in your own document; this PDF is not a fillable form.

Keep completed records confidential. Use references to protected evidence rather than passwords, customer records or sensitive system details.

Online instructions and companion article

Read the guide

Read the article

Source guidance

NIST AI 600-1: Generative Artificial Intelligence Profile — source verification

Resource content reviewed 19 November 2026. The source material informs the approach; no endorsement is implied. This worksheet supports planning and record-keeping. It does not authorise testing, certify compliance or replace an agreed specialist review.

Free to use and adapt within your business with the GRCPreneur acknowledgement retained.

A fictional worked example

Illustrative entries only. No real client, vendor result or completed implementation is claimed.

Record	Illustrative entry
Assignment	A practical guide to supplier handover responsibilities.
Audience and purpose	An operations team preparing to receive a service from a supplier.
Approved material	Existing procedures, handover records and relevant public sources.
Structure and style	The team reviews an outline and a sample explanation for clarity.
Technical review	The technical owner answers two open questions and checks the instructions.
Handover	The final version, review comments and release authority are recorded.

Before using the blank pages

Agree who will review the record and what decision it supports. Mark assumptions, proposed actions and unverified claims clearly. Copy pages 3 and 4 when you need more space.

Your working record

Project / record ID: _____ Date: _____

Audience, purpose and deliverable

Reader, question, intended result, format, approximate length and timing.

Sources, technical input and permissions

Approved records, public sources, confidentiality and facts needing confirmation.

Structure, terminology and boundaries

Agreed outline, level of detail, key terms, exclusions and fictional labels.

Review and assignment terms

Technical and factual review, revisions, source attribution and information handling.

Final version and release decision

Who approves? Which version? Resolve material claims before release.

Use protected evidence references. Do not enter credentials or confidential customer details.

Claim checks and editorial decisions

Related record / requirement: _____ Review date: _____

Claim / draft location	Source passage / check	Reviewer / action	Status / final wording

Review before the next decision

- The reader, purpose and deliverable are agreed.
- Technical facts and permissions have responsible reviewers.
- Material sources and calculations have been checked where needed.
- The approved version and release authority are recorded.

Decision, authority and next checkpoint

Proceed / revise / defer / stop. State the decision scope, conditions, approver and date.

A completed record documents a review. Approval applies only to the stated scope and does not establish that untested work has succeeded.