R14 · Intelligence product specification and briefing

What it is for. Define the need and deliver actionable conclusions.

When to use it. Before making a decision or updating the corresponding product. You can use a spreadsheet, a document or a notebook; no software licences are needed.

How to use it

1. Start with the real decision or question you need to resolve and set a cut-off date.

2. Fill in only what can be verified; write NOT VERIFIED when data is missing.

3. Separate observed facts, hypotheses and implications, and name a reviewer.

4. Keep the original version and record relevant changes when you update it.

YOUR WORK

Version: _____ Cut-off date: _____ Owner: _____

Identifier, version and cut-off date	
Decision and recipient	
Intelligence question	
Executive summary (maximum 100 words)	
Findings with evidence IDs	
Interpretation and rival hypothesis	
Options, risks and conditional recommendation	
Coverage and limitations	

Owner, review date / trigger	

Final check

☐ Is it clear which decision or need it serves?

☐ Can the evidence be located, and is it dated?

☐ Are uncertainties and limits made explicit?

☐ Can someone else repeat or review the work?

Mistake to avoid

The recommendation is a professional judgement and must be distinguished from the observations that support it.

FICTIONAL EXAMPLE · NOT YOUR CONTENT

Company A case (educational simulation). Company A's management receives a briefing that proposes a limited pilot conditional on additional tests, not a claim of commercial success.

entirely fictional case. The tools are for educational purposes; they do not represent an audit or certification.