R15 · Governance, responsibilities and versions

What it is for. Document who decides, who can publish and how knowledge changes.

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: _____

Activity / product	Contributes	Analyses	Reviews	Approves	Receives	Access level
ID						

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

Do not confuse a register of owners with real authorisation to access sensitive information.

FICTIONAL EXAMPLE · NOT YOUR CONTENT

Company A case (educational simulation). Company A adds a piece of evidence that invalidates an earlier inference; it publishes version 1.1 with the change explained and an identified owner.

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