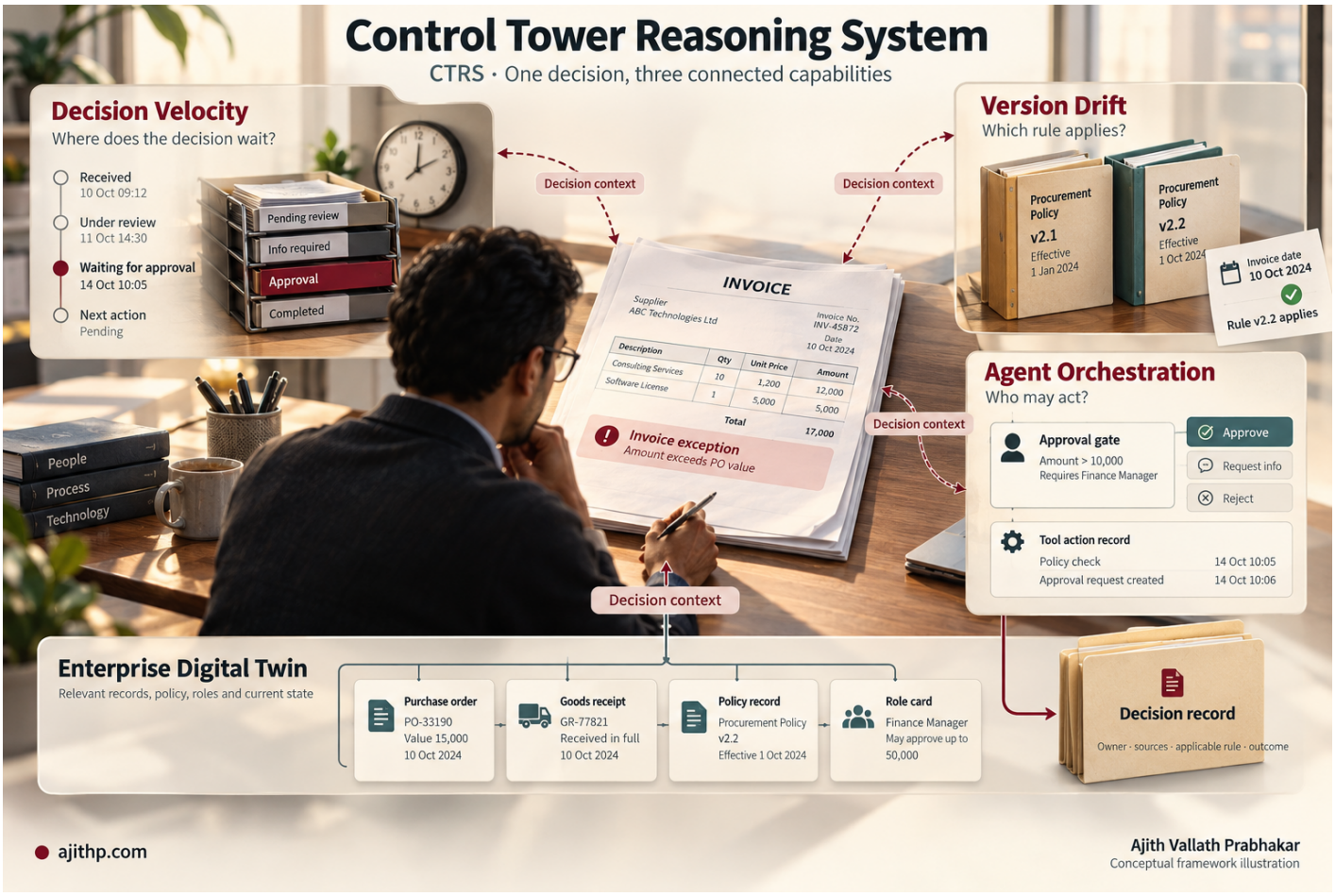


Illustration: Ajith Vallath Prabhakar. All case names, records, roles, dates and amounts are fictitious. Amounts use illustrative monetary units.

WORKED EXAMPLE / CONTEXT FOR ONE DECISION

Ask where the case waits, which rule applies and what action is permitted. The shared records inform these three capabilities; a model recommendation does not authorize an action.

CONTEXT	ILLUSTRATIVE RECORD
Invoice / PO	INV-45872: 17,000, dated 10 Oct 2024; PO-33190: 15,000.
Receipt	GR-77821: received in full; verify the current record.
Policy	v2.2, effective 1 October 2024; validate case scope.
Role	Finance Manager: 50,000 limit; no implied override.
Case owner	Finance Manager owns the exception decision.

Permitted next step: route the exception for review; hold payment. Revalidate policy, record state and authority before any action. Missing or conflicting evidence requires resolution; an amount limit alone permits neither a PO override nor a bank change.

Build the decision-context record

Printable worksheet. Start with one decision and the minimum authoritative records it needs. Name who maintains each source and who resolves an uncertain case.

1 NAME THE DECISION

Decision / case ID

Accountable owner

Requested outcome / proposed action

2 IDENTIFY THE MINIMUM EVIDENCE

SOURCE / REFERENCE	SOURCE OWNER	VERSION / LAST CHECKED

3 CONNECT THE THREE CAPABILITIES

Decision Velocity: where is the wait, and who can change it?

Version Drift: applied rule / scope / version / reason

Agent Orchestration: allowed action / enforcement owner / approval

4 RECORD THE BOUNDARY AND THE DECISION

Missing or conflicting evidence / resolver / hold condition

Before action, revalidate policy / record state / identity / scope

Disposition / reason / evidence references / next test owner and date

Test the boundary: remove or contradict one required record. Can the workflow expose the gap and hold or route the case without inventing evidence or authority?