



FIXED-SCOPE PROFESSIONAL SERVICE

Decision-Basis Review for Critical Project Records

Before one pending handover, payment, closure or programme decision - when the records exist but the current position is no longer clear enough to carry forward.

01**THE CONDITION**

The records exist, but approvals, conditions, changes or later versions no longer resolve into one clear current position.

02**THE REVIEW**

RGRA identifies the narrowest position supported by the reviewed record, the qualifications that must remain attached, and what is superseded or unresolved.

03**THE OUTCOME**

A bounded written outcome that can stand without oral reconstruction for the agreed purpose, cut-off and audience.

THE CLIENT PROVIDES

- short non-sensitive background
- one pending decision or reliance point
- relevant period and accountable owner
- typically up to 20 agreed core records
- intended purpose and audience

THE CLIENT RECEIVES

- current record position
- supporting records and qualifications
- changed or superseded positions
- unresolved or missing points
- what may and may not carry forward
- workable next route, where one exists

EVERY REVIEW ENDS IN A WRITTEN OUTCOME

Where the reviewed record supports a current position, RGRA issues a File-Position Note. Where it does not, the outcome states what cannot yet be supported, what remains missing or unresolved, and whether a workable next route exists.

COMMERCIAL BASIS

Fixed scope. Fixed fee. Typical delivery target: 5-7 business days after scope and material acceptance.

Begin with a short written background. A short scoping call can follow if useful.

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No legal advice, audit opinion, claims advocacy or assurance conclusion. Bounded to the agreed records, purpose, cut-off and use.