

PRACTICE WORKSHEET

Your work product

A structured worksheet for a clear, reviewable piece of legal work.

Learner identifier:

Unit / assessment:

Version / date:

Fictional matter / jurisdiction:

Intended reader / decision:

Scope / exclusions:

Executive recommendation

State an action, conditions, owner and deadline. Identify what remains provisional.

Actions and decisions

Action / decision	Owner	Authority / reviewer	Dependency	Evidence of completion
Complete with your analysis				

Tools, collaboration and review

Tool/version or manual method:

Permitted input scope:

Useful output and checks:

Correction or rejected suggestion and reason, if a tool was used (otherwise manual review checks):

Peer/faculty feedback:

Changes since prior version:

Unresolved questions / specialist referrals:

Authorship declaration:
