SAMPLE · FICTIONAL EXAMPLE

BLITZ LEARNING · BLITZPRISM™ EVIDENCE CATALOG

Decision record (minutes and reviews)

One page that shows a leadership or review meeting looked at learning or AI results and made a decision. Use it for minutes, scale-up decisions, policy updates and strategy reviews.

This is a made-up example to show the format. Example Co (fictional) is not a real organization, and every name, date and figure here is invented. Nothing in it is a benchmark or a real result.

MEETING OR REVIEW
Quarterly business review

DATE
08 Jul 2026

CHAIR
Chief Operating Officer

ATTENDEES (ROLES)
COO, Sales Director, HR Director, Head of L&D, Finance Business Partner

What was reviewed

Results of the AI-assisted proposal writing pilot in the bid team (pilot report attached).

Data considered

Pilot report: bid preparation time before and after the pilot, reviewer quality scores and two cases where AI drafts were rejected.

Options discussed

1) Stop the pilot. 2) Extend to all bid writers with the current review checkpoint. 3) Extend and add a legal review step for contract clauses.

Decision

Option 3: extend to all bid writers from Q4, with a legal review step for contract clauses.

Actions

Head of L&D: update the training for bid writers by 30 Sep. Legal: define the review step by 15 Sep. Sales Director: name a pilot owner per region.

Next review

Q1 2027 business review.

What this evidence shows in the BlitzPrism™ diagnostic

- **2. Portfolio and investment, Level 5 (Self-improving):** Executive minutes where learning spend is weighed against hiring or tools.
- **3. AI vision and use cases, Level 1 (Ad hoc):** Leadership notes or plans where AI was discussed.
- **3. AI vision and use cases, Level 3 (Evidence-based):** Results of at least one priority use case, reviewed by leaders in the last 12 months.
- **3. AI vision and use cases, Level 5 (Self-improving):** A dated review of the vision that added or stopped use cases.
- **4. AI rules and human oversight, Level 5 (Self-improving):** A dated update of the policy or review process based on an audit or incident.
- **11. AI-assisted production, Level 5 (Self-improving):** A tool or pipeline review that led to a change.
- **13. AI in everyday work, Level 3 (Evidence-based):** A scale-up decision that cites pilot results.
- **14. Learning operations and data, Level 5 (Self-improving):** A workforce decision that used skills data from learning.
- **16. Improvement and value, Level 5 (Self-improving):** Strategy reviews that change direction based on results.