

FICTITIOUS DEMONSTRATION SAMPLE

From a vague update to a supported individual report

FICTITIOUS DEMONSTRATION SAMPLE. Every person, work order, source record, and result is invented. This example shows one contributor update, a focused follow-up, and a monthly-report entry for civilian knowledge-base work.

Role and service basis

Field	Fictitious record
Contributor	Yolanda Briggs, Quality and Knowledge Lead
Work order and period	DCS-SVC-2026-01, July 2026
Service requirement	SO-4: Maintain the approved knowledge base and route staff questions using current articles.
Evidence use	Retain the number and disposition of reviewed articles with the content-log entries that support the work.

Original input

Reviewed the knowledge base and updated articles for common routing questions.

Focused follow-up

If the content log is available, how many approved articles did you update or retire in July, and which entries record the work?

Contributor answer: I updated 21 approved articles and retired 6 obsolete articles in July. The July Knowledge Content Log records all 27 actions in entries KB-201 through KB-227, with each entry marked updated or retired.

Improved individual report

Yolanda reviewed 27 approved knowledge articles during July 2026 under SO-4. She updated 21 and retired 6 obsolete articles. The July Knowledge Content Log, entries KB-201 through KB-227, records each disposition.

Metrics

Metric subject	Value	Unit	Period	Source
Approved knowledge articles updated	21	articles	July 2026	Contributor answer and July Knowledge Content Log, entries KB-201 through KB-227
Obsolete knowledge articles retired	6	articles	July 2026	Contributor answer and July Knowledge Content Log, entries KB-201 through KB-227

The revised report ties the completed article review to the contributor, reporting period, service requirement, and named content log without claiming an unsupported customer outcome.