

Summarize a document folder with Claude: sources, conflicts and a useful report

LearnIA - teaching template - 2026-10-14

Use fictional data for the first trial. Adapt this template to your context and verify the result before using it.

Brief to complete

Objective and intended decision :

Audience and context :

Documents, versions and sources :

Constraints and boundaries :

Expected output format :

Information to confirm :

Reviewer :

Starter instruction

Answer the decision question using only the supplied documents. Create an evidence matrix with claim, filename, passage or page, date and status. Separate confirmed facts, contradictions, analysis and recommendations. Mark missing evidence and extraction uncertainty. Do not average conflicting figures or invent an approval.

Quality review

[] Each important claim has a locatable source.

[] Drafts and approved records are distinguished.

[] Contradictions remain visible.

[] Dates, commitments and amounts were checked in the originals.

Verification log

Item	Source or calculation	Result	Correction

Approval and next step

Remaining errors :

Assumptions to resolve :

Retained version :

Next action and owner :

Full tutorial, example and sources : <https://learn-prompting.fr/blog/claude-synthese-dossier-documents-rapport>

This resource prepares a draft; it is not a certification, a grading decision, legal advice or a guarantee of results.