

Summit To Success, Inc.

With opportunity comes obligation. Together, we climb. One child, one community, one nation at a time.

Gurung Fellowship in Business Operations

Document Enhancement Project — Statement of Work (SOW)

Updated: May 12, 2026

Purpose

The Document Enhancement Project is designed to build judgment in clarity under structure.

Fellows learn how real documents succeed or fail by improving clarity, sequencing, and usability — without changing meaning, inventing policy, or asserting authority.

This project works best when Fellows slow down, read carefully, and improve only what is necessary.

What This Project Is

- A refinement and judgment assignment
- A way to practice precision before contribution
- A framework for understanding how small wording, sequencing, or formatting choices affect understanding and execution

This project helps Fellows notice:

- where instructions break down for first-time users
- how small wording choices affect clarity, tone, or pressure

- what details matter — and what adds noise
- when confusion comes from structure rather than content
- how unnecessary edits can weaken intent or usability
- when not to edit, even if something could be improved
- how restraint protects authority, consistency, and trust
- why documents that look “better” are not always more effective

You do not need to improve everything.

You do need to be intentional.

What This Project Is Not

- Not rewriting content
- Not changing policy, criteria, or decisions
- Not inventing new rules or structure
- Not asserting personal preference or writing style
- Not “making things sound smarter”
- Not finalizing documents independently

Light, targeted edits are expected.

Over-editing is not.

How This Project Works

This project only works when Fellows act as careful editors, not authors.

During this project, Fellows:

- read the full document before editing
- focus on clarity, sequencing, and usability for a first-time user
- edit only where confusion, friction, or execution risk exists

- preserve original meaning at all times
- resist “nice-to-have” edits that do not improve function
- notice how wording, tone, and structure affect interpretation
- pay attention to what should remain unchanged
- avoid editing simply to leave a visible contribution

If something feels structurally wrong, it is flagged and explained — not independently rewritten.

Experiential Learning Layer

Some document exercises may include:

- intentionally unclear instructions
- sequencing problems
- overloaded drafts
- conflicting edits
- incomplete-context reviews
- or situations involving pressure, ambiguity, or limited editing authority

These activities are not designed to test writing talent.

They are designed to help Fellows experience how:

- confusion spreads through documents
- small wording changes affect interpretation
- unnecessary edits create friction
- structure affects execution
- and clarity changes behavior under real conditions

The deeper learning comes from understanding why certain edits improved clarity, reduced confusion, protected intent, or prevented unnecessary action.

Simple editing decisions can reveal important patterns.

Access Model

When approved, Fellows may receive access to:

- internal or external-facing documents
- guidance on audience and intended use
- organizational or brand context
- editing constraints or protected sections
- notes regarding what must not be changed

Access is specific and bounded.

Editing does not imply approval authority.

Required Engagement

To complete this project, a Fellow enhances at least one assigned document.

Enhancement means:

- improving clarity for a first-time user, or
- reducing friction, ambiguity, or risk of misinterpretation

Volume of edits is not the goal.

Judgment about where to edit is.

Reflection Log (Required)

This project is considered complete only when the Reflection Log meets all requirements below.

The reflection demonstrates:

- engagement with the document in full

- identification of a pattern, issue, or tension in how the document functions
- at least one edit that improved clarity or usability
- at least one place intentionally left unchanged, with reasoning
- a cause → effect judgment
- at least one second-order effect noticed
- translation into how the Fellow would approach similar documents in the future

Possible areas of reflection may include:

- sequencing
- ambiguity
- unnecessary complexity
- over-explanation
- tone
- interpretation risk
- execution friction
- consistency
- clarity under pressure
- where restraint improved usability

This is not a summary of edits.

This is not a critique of the document.

This is not feelings journaling.

One or two clear sentences per insight is enough.

Clarity matters more than length.

If restraint is not demonstrated, the project is not complete.

Completion Standard

The Document Enhancement Project is complete when:

- the assigned document was enhanced with restraint
- Reflection Log criteria were fully met

There is no partial completion.

What You Will Be Practicing

Through this structure, Fellows practice:

- judgment in editing
- restraint under access
- precision over preference
- second-order thinking
- protecting intent and authority
- recognizing how structure affects execution
- understanding when not to improve something
- reducing confusion without creating unnecessary complexity

These skills are not graded.

They develop through repetition, observation, and reflection.

Evaluation Philosophy

There are:

- no grades
- no rankings
- no performance incentives
- no pressure to make large or visible edits

Completion reflects judgment, care, restraint, and clarity — not volume of edits.

Final Note to Fellows

You are not here to rewrite documents.

You are here to decide:

- what actually needs to change,
- what should remain untouched,
- and why restraint often improves quality more than unnecessary action.

Many documents become weaker not because people ignored them — but because too many changes were made without understanding how the document actually functioned.

Sometimes strong judgment means improving something.

Sometimes it means leaving it alone.

You're done when you can explain not only why you edited something — but why you intentionally chose not to change something else.

Access is a gift.

Effort is the cost.

Growth is the return.

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