

PLANNING COLLATERAL

Agent Blueprint

A working template for one role, recurring task, and reviewable result.

WORKING DEFINITION

1

Role and work loop

Name the role, recurring task, and what should happen when the work arrives.

2

Trigger and result

Define the trigger, expected output, and the evidence that counts as complete.

3

Context and tools

List approved knowledge, data, connected tools, and the access boundary.

4

Review and owner

Set the human owner, review gate, escalation path, and improvement cadence.

OPERATING GUARDRAILS

Keep the agent scoped to the defined work. Use human review before consequential actions. Preserve evidence and feedback so the capability can improve responsibly.

WHAT TO OBSERVE

Completion time

Trigger to reviewed result

Review rate

Approvals, revisions, escalations

Quality

Usability and rework

Working-session prompts

What should the agent own? What should always stay with people? What evidence will make the result trustworthy?