

## IMPLEMENTATION PLANNING

# AI Implementation Brief

A worksheet for summarizing workflow, context, roles, integrations, risks, success metrics, and launch criteria.

**WHAT THIS TEMPLATE HELPS YOU DECIDE**

Turn architecture work into an implementation-ready brief without losing the decision, context, governance, and operating assumptions.

**BEST FOR**

- Teams moving from assessment to build
- Stakeholders aligning before implementation
- Builders who need scope clarity before estimating work

**OUTPUTS**

- Implementation scope
- Launch criteria
- Build-readiness gaps

## STEP 1

# Frame the operating need

Start with the workflow, decision, owner, and business pressure. The template is useful only when it is grounded in a real operating moment.

## Operating frame

**System name**

Give the implementation a working name that reflects the workflow.

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**Primary workflow**

Name what the system helps users do.

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**Launch audience**

Internal operators, leadership, customers, advisors, or a specific team.

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## Readiness check

- Workflow scope is narrow enough for a first release
- Required context sources are known
- Integrations and tools are listed
- Review and escalation rules are defined
- Success metrics are tied to operational outcomes
- Launch criteria include fallback and support expectations

## STEP 2

# Map the architecture questions

Use this page to separate the parts of the system that need design before anyone jumps to tools, prompts, or implementation details.

## Design map

<b>Users</b>	Who uses the system, and what role do they play? _____
<b>Context</b>	Which sources, records, or memory inputs are required? _____
<b>Tools</b>	Which systems must the workflow read from or write to? _____
<b>Governance</b>	Which approval, permission, or audit controls are required? _____
<b>Success metric</b>	What will show that the first release works? _____

A strong implementation brief preserves architecture decisions so build work does not drift into feature assembly.

## STEP 3

## Turn the answers into a brief

A strong brief makes the next decision easier: proceed, defer, redesign, govern, or assess more deeply before implementation.

### Decision brief

<b>MVP boundary</b>	What is included in the first release? _____
<b>Out of scope</b>	What should explicitly wait? _____
<b>Launch criteria</b>	What must be true before the system is live? _____
<b>Open decisions</b>	What needs leadership, legal, technical, or operator approval? _____

### Move from architecture to a buildable first system.

IntelliSync helps teams convert assessment findings into scoped implementation briefs and practical launch criteria.

[Open Architecture Assessment](#)