

## OPERATING CADENCE

# AI Operating Cadence Planner

A worksheet for defining the review rhythm that keeps AI systems useful, governed, and improving.

**WHAT THIS TEMPLATE HELPS YOU DECIDE**

Plan weekly, monthly, and incident-driven loops for exceptions, metrics, context updates, governance changes, and workflow improvement.

**BEST FOR**

- Teams moving AI from project to operating system
- Operators responsible for quality and exceptions
- Leaders who need visibility after launch

**OUTPUTS**

- Review rhythm
- Metric ownership
- Improvement backlog

## 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

**AI-supported workflow**

Name the system that needs an operating rhythm.

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**Primary operator**

Name who reviews performance, exceptions, and feedback.

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**Leadership audience**

Name who needs monthly visibility into risk, value, and next decisions.

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## Readiness check

- Weekly exception review has an owner
- Metrics are tied to workflow outcomes
- Context updates have a review path
- Prompt, tool, or policy changes are documented
- Incidents create a learning record

## 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>Daily signal</b>	What needs immediate attention when the system is degraded? _____
<b>Weekly review</b>	Which exceptions, overrides, and quality issues should operators inspect? _____
<b>Monthly review</b>	Which value, risk, cost, and governance signals should leadership see? _____
<b>Change review</b>	How are prompt, tool, data, and policy changes approved? _____
<b>Incident review</b>	What gets documented after a failure or near miss? _____

AI systems decay when nobody owns the rhythm. Cadence turns a launch into an operating discipline.

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>Cadence owner</b>	Who owns each review loop? _____
<b>Dashboard inputs</b>	Which signals must be visible to support the cadence? _____
<b>Backlog rule</b>	How do findings become improvements? _____
<b>Governance update</b>	When do rules, review thresholds, or permissions change? _____

### Make AI improvement part of weekly operations.

IntelliSync helps teams define the cadence, metrics, and ownership that keep AI workflows reliable over time.

[Open Architecture Assessment](#)