



AI Implementation Brief

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

STRUCTURE - CLARITY - BETTER DECISIONS

Practical architecture for accountable AI-enabled work.

What this template is for

Turn architecture work into an implementation-ready brief without losing the decision, context, governance, and operating assumptions. Use this guide to make the operating choice explicit, test it with evidence, and record who owns the next decision.

BEST USED WHEN

Teams turning architecture work into a reusable operating artifact.

WHO SHOULD BE IN THE ROOM

Include the workflow owner, a person who performs the work, a reviewer with authority to approve or stop it, and the relevant data or tool owner.

CANADIAN CONTEXT

Confirm applicable federal, provincial, territorial, sector, professional, contractual, accessibility, and bilingual-service requirements. Use this workbook as operational preparation, not legal advice.

A five-step working rhythm

01

Users

Who uses the system, and what role do they play?

02

Context

Which sources, records, or memory inputs are required?

03

Tools

Which systems must the workflow read from or write to?

04

Governance

Which approval, permission, or audit controls are required?

05

Success metric

What will show that the first release works?

Build the working record

Complete one record for one workflow. Write enough to support a decision, not a generic technology wish list.

PROMPT	YOUR WORKING NOTES
01 System name	
02 Primary workflow	
03 Launch audience	
04 Users	
05 Context	
06 Tools	
07 Decision, owner, evidence, and review date	

Brief an intake-to-proposal pilot

STARTING FRICTION

The team has sketches and prompts but no agreed source boundary or acceptance threshold.

WORKFLOW MAP



AI-SUPPORTED ROLE

Assemble the approved workflow, source map, tool contracts, review gates, test cases, and measures into one brief. Flag uncertainty around users.

HUMAN AUTHORITY

The owner resolves open architecture decisions and accepts the implementation scope. Resolve the users question for this case.

PILOT MEASURE

Track scope changes, unresolved dependencies, acceptance-test failures, and handoff rework. Record users exceptions separately.

DISCUSSION PROMPT

What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Brief an ordering assistant

STARTING FRICTION

A vendor demo does not specify how supplier constraints and owner approval will work.

WORKFLOW MAP



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Assemble the approved workflow, source map, tool contracts, review gates, test cases, and measures into one brief. Flag uncertainty around context.

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PILOT MEASURE

Track scope changes, unresolved dependencies, acceptance-test failures, and handoff rework. Record context exceptions separately.

DISCUSSION PROMPT

What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Brief a client-review workflow

STARTING FRICTION

The build needs exact source systems, calculation rules, review rights, and export requirements.

WORKFLOW MAP



AI-SUPPORTED ROLE

Assemble the approved workflow, source map, tool contracts, review gates, test cases, and measures into one brief. Flag uncertainty around tools.

HUMAN AUTHORITY

The owner resolves open architecture decisions and accepts the implementation scope. Resolve the tools question for this case.

PILOT MEASURE

Track scope changes, unresolved dependencies, acceptance-test failures, and handoff rework. Record tools exceptions separately.

DISCUSSION PROMPT

What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Before the pilot grows

Use these prompts to test whether the proposed workflow can operate responsibly in its Canadian business context.

01

Users

Workflow scope is narrow enough for a first release. Name the owner and the operating decision before selecting a tool.

02

Context

Required context sources are known. Record the approved sources, permissions, and missing information.

03

Tools

Integrations and tools are listed. Test this boundary with representative and adverse cases.

04

Governance

Review and escalation rules are defined. Preserve review, escalation, and correction evidence.

05

Success metric

Success metrics are tied to operational outcomes. Set a measurable stop condition and the next review date.

06

Readiness to proceed

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

CANADIAN REFERENCE POINTS

Office of the Privacy Commissioner of Canada - Privacy and artificial intelligence
priv.gc.ca/en/privacy-topics/technology/artificial-intelligence/

Government of Canada - Artificial Intelligence guidance, principles, and policy
canada.ca/en/services/science/innovation/artificial-intelligence.html

General operational guidance only. Confirm applicable legal, privacy, cybersecurity, professional, contractual, and regulatory requirements with qualified advisors.