

Illustrative Agent Readiness Blueprint

AsterWorks Services - fictional illustrative organization

A synthetic example for one candidate AI agent that could help prepare supplier-delay responses without making autonomous commercial, safety, quality or legal decisions.

Pragy Business Process Consulting Services

Creating Value, Delivering Excellence

No client information, confidential system detail, regulated records, credentials, measured savings or guaranteed results are included.

2. Agent opportunity definition

The candidate agent is scoped as a support role, not an accountable decision-maker.

Boundary

Element	Illustrative definition
Trigger	Supplier delay update received
Owner	Supply planning manager
Users	Planners and escalation owner
Outcome	Prepared status, suggested next action and review queue
Exclusions	Contract decisions, purchase commitment, supplier penalty, safety decision

Plain-language role

The agent may help organize approved information, identify missing fields, draft summaries and route exceptions for accountable human review.

One bounded opportunity: one trigger, one owner, approved sources, limited actions and human review.

3. Current-state workflow

The fictional current state depends on email, manual consolidation and individual follow-up.

Observed flow

Email update -> planner copy/paste -> spreadsheet refresh -> individual follow-up -> manual weekly summary -> delayed escalation -> inconsistent closure evidence.

Risk points

Condition	Operating risk	Readiness question
Unstructured email	Incomplete or ambiguous update	Can required fields be defined?
Manual spreadsheet	Version and timing conflicts	What is the source of truth?
Informal escalation	Late response	Who owns exceptions?

Illustrative operating conditions only.

4. Readiness scorecard

Synthetic readiness findings support a proceed, pause, redesign or custom-scope decision.

Readiness

Area	Synthetic status	Required action
Owner	Defined	Confirm decision rights
Approved sources	Partial	Document system boundaries
Allowed actions	Needs review	Limit tools and permissions
Fallback	Ready	Retain manual route
Monitoring	Draft	Define measures and review

A readiness score is not a guarantee that an agent should be built.

5. Data and tool boundary

The agent boundary defines what information may be used and what tools or systems may be touched.

Boundary register

Source or tool	Allowed use	Restriction
Supplier update inbox	Read approved non-confidential updates	No credentials in prompt
Planning list	Read status fields	No autonomous write without approval
Escalation tracker	Create draft task	Human confirms assignment
Management summary	Prepare draft	Owner approves before distribution

Data minimization, access approval and source traceability are prerequisites.

6. Human-review design

Human control is designed as a workflow requirement, not a slogan.

Review model

Agent output	Reviewer action	Evidence
Delay classification	Verify against source	Reviewed status
Suggested priority	Accept/edit/reject	Reason where changed
Draft escalation	Approve owner and message	Decision log
Closure evidence	Confirm source completion	Closure note

The standard accelerator does not approve autonomous final decisions.

7. Fallback and stop conditions

An agent pilot needs a safe manual route and explicit conditions for pausing use.

Controls

Condition	Required response
Source unavailable	Use manual status review
Low confidence	Route to planner review
Unexpected data	Stop and escalate
Output lacks source	Reject output
Policy or security concern	Pause and specialist review

The process must still operate safely when the agent is unavailable.

8. Testing and acceptance

Test scenarios verify boundaries, expected behavior, fallback and human review before any pilot expands.

Test plan

Scenario	Expected result	Owner
Complete update	Draft summary with source links	Planner
Missing delivery date	Incomplete-information queue	Planner
Potential customer impact	Escalation draft for review	Supply manager
Unauthorized action requested	Refuse and route to owner	Pilot owner
Contradictory records	Flag discrepancy	Data owner

Testing is ordinary pilot-readiness work unless formal validation is separately required.

9. Monitoring and sustainment

The pilot needs measures, logs, support ownership and a review rhythm.

Measures

Measure	Purpose
Completeness	Confirm structured intake quality
Reviewer override	Identify weak rules or prompts
Exception aging	Focus follow-up
Fallback use	Monitor reliability
User adoption	Confirm operating fit

Review routine

The owner reviews evidence, overrides, user feedback, unresolved exceptions and whether to scale, stabilize, redesign or stop.

No specific improvement level is guaranteed.

10. Disclaimer and next steps

This sample illustrates a possible engagement structure for a fictional organization.

Not included

Legal advice, cybersecurity assessment, HR advice, compliance certification, formal validation, vendor endorsement, guaranteed ROI, autonomous decision approval or unrestricted integrations.

Possible next step

Request an AI Agent Readiness Blueprint, AI Agent Governance Accelerator or custom regulated/multi-agent scope review.

Contact

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Actual scope, tools, measures, controls, timeline and deliverables depend on the approved statement of work and client environment.