Client Readout – Executive Summary & Recommendations

Client: Globex Inc

Engagement: RAG Knowledge Base Prototype (Phases 1–4)

Prepared for: Executive Sponsor

Prepared by: Jacob Meadow Associates

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Confidential – For Client Use Only

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# Key Stakeholders

• Alex Rivera · CFO · tone: collaborative · priorities: Cost transparency; Governance; Sustainable savings

• Priya Nair · CTO · tone: direct · priorities: Modernization; Security; Delivery velocity

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# Executive Summary

Under Alex Rivera's sponsorship (collaborative tone), JMA recommends a phased transformation that turns Globex Inc's distributed client knowledge into a secure, searchable asset and automates first‑draft deliverable creation. This proposal reduces rework, shortens time‑to‑first‑draft, and establishes governance so the system improves with every engagement.

The approach combines structured data in PostgreSQL (clients, stakeholders, engagements) with semantic retrieval in pgvector and a controlled Llama 3.2 Instruct generation step. We apply DAAEG to ensure measurable progress: discover facts, analyze gaps, architect the solution, execute in phases, and govern outcomes via KPIs and auditability.

• Reduce time‑to‑first‑draft for executive readouts by ~50–70% via RAG-assisted authoring.

• Improve reuse of prior work by centralizing ‘gold copies’ and enabling semantic search across engagements.

• Strengthen governance with source traceability, prompt/LLM identity logs, and human‑in‑the‑loop approvals.

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# Current Situation Assessment

• Client-specific knowledge is fragmented across emails, meetings, and documents; discovery is time‑consuming.

• Legacy filing patterns limit reuse; there is no single source of truth tying stakeholders, tone, and priorities to deliverables.

• Security and auditability requirements necessitate clear sourcing and change history, especially for executive materials.

Sources referenced in assessment: [KE-1024: Ops review 2025‑07‑28], [KE-1031: Architecture sync 2025‑08‑01], [KE-1037: Finance sync 2025‑08‑05]

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# Key Recommendations (DAAEG)

## Discover

• Inventory knowledge sources (transcripts, emails, prior deliverables) and map to Client/Stakeholder entities (2 weeks).

• Baseline search needs and current cycle times; define target KPI improvements with Finance and PMO.

## Analyze

• Prioritize high‑value use cases (exec summary, recommendations) and rank documents for ingestion by impact and risk.

• Confirm data sensitivity classes and encryption requirements for storage and retrieval.

## Architect

• Stand up PostgreSQL + pgvector schemas (Clients, Stakeholders, Knowledge\_Entries) and object storage for files.

• Design prompt assembly with persona, context, tone constraints, and ethical guardrails; specify JSON/Markdown outputs.

## Execute

• Implement ingestion microservice (transcripts/emails) and semantic retrieval; generate Word docs via python‑docx.

• Pilot on two clients and iterate on prompts; train team on usage and feedback loop.

## Govern

• Establish steering cadence with KPIs (time‑to‑first‑draft, reuse rate, defects) and source traceability review.

• Save approved ‘gold copies’ back to KB; log model identity, prompt hashes, and retrieval context IDs for audits.

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# Expected Outcomes & KPIs

• Time‑to‑first‑draft ↓ 50–70% for targeted deliverables (maps to Execute/Govern).

• Reuse rate of prior deliverables ↑ 3–5× via semantic retrieval and gold‑copy indexing (Discover/Analyze).

• Defect rate in executive materials ↓ 20–30% via tone constraints, sourcing, and human‑in‑the‑loop approvals (Govern).

• Measurable cost avoidance via faster iteration cycles and standardized templates (Architect/Execute).

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# Risks & Mitigations

• Data sensitivity across clients → Apply RBAC, encrypt at rest/in transit, and maintain access logs; restrict cross‑client queries.

• Model drift or prompt regressions → Track prompt/LLM versions; run spot checks; keep a rollback path for prompts and models.

• Low adoption without enablement → Provide training, annotated examples, and embed a knowledge champion in each squad.

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# Sources & Traceability

• [KE-1024: Ops review 2025‑07‑28]

• [KE-1031: Architecture sync 2025‑08‑01]

• [KE-1037: Finance sync 2025‑08‑05]

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# Enrichment Metadata (Closed‑Loop)

• GoldCopy: True

• KnowledgeEntryId: KE-2049

• Model: meta-llama/Llama-3.2-3B-Instruct (d24001d78388)

• Prompt Hash: a928f2713598

• Retrieval Context IDs: [KE-1024, KE-1031, KE-1037]