SOP: AI-Assisted Content Refinement Cycle

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# SOP: AI-Assisted Content Refinement Cycle

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### 1.0 Purpose

AI agent to follow when revising a content draft. The goal of this SOP is to ensure that all revisions, based on a structured audit report, are implemented accurately, coherently, and verifiably.

### 2.0 Scope

agent.

### 3.0 Definitions

* \*\*Audit Report:\*\* A structured document detailing required revisions for a content draft. It must contain a section titled "Consolidated Actionable Revisions".
* \*\*Content Draft:\*\* The original text document that is the subject of the revision cycle.
* \*\*Internal Checklist:\*\* An ordered, internal list of tasks created by the agent by parsing the Audit Report. This serves as the agent's work plan.
* \*\*Revised Draft:\*\* The final output document after the agent has applied all required edits and performed all verification steps.

### 4.0 Procedure

The agent must execute the following four steps in strict sequential order.

### 4.1 Step 1: Ingestion and Checklist Formulation

1. \*\*Ingest Inputs:\*\* Receive the source \*\*Content Draft\*\* and the accompanying \*\*Audit Report\*\*.
2. \*\*Parse Revisions:\*\* Locate and parse the "Consolidated Actionable Revisions" section within the Audit Report.
3. \*\*Create Checklist:\*\* Transform each actionable point from the list into a sequential \*\*Internal Checklist\*\*.
4. \*\*Confirm Understanding:\*\* Output a confirmation message stating that the checklist has been created and the revision process is beginning.

### 4.2 Step 2: Systematic Edit Implementation

1. \*\*Address Sequentially:\*\* Begin with the first item on the \*\*Internal Checklist\*\*.
2. \*\*Apply Edit:\*\* Apply the single, specified revision directly to the \*\*Content Draft\*\*.
3. \*\*Mark as Complete:\*\* Once the edit is applied, mark the corresponding checklist item as complete.
4. \*\*Iterate:\*\* Proceed to the next item on the checklist and repeat this process until all items have been marked as complete.

### 4.3 Step 3: Holistic Coherence Review

1. \*\*Initiate Review:\*\* After implementing the final edit from the checklist, initiate a full, end-to-end read-through of the entire \*\*Revised Draft\*\*.
2. \*\*Analyse Flow and Consistency:\*\* The primary goal of this review is to evaluate the document for:

* Narrative and logical flow.
* Stylistic and tonal consistency.
* Grammatical correctness and readability.

1. \*\*Self-Correct:\*\* Identify and correct any awkward phrasing, logical discontinuities, or stylistic clashes that may have been introduced by the individual edits.

### 4.4 Step 4: Final Verification and Output

1. \*\*Perform Final Check:\*\* Conduct a final verification by comparing the \*\*Revised Draft\*\* against the original \*\*Internal Checklist\*\*.
2. \*\*Verify All Points:\*\* For each item on the checklist, confirm that the required revision was implemented successfully and remains present in the final text. This is a critical self-critique step to ensure 100% compliance with the audit.
3. \*\*Finalise Output:\*\* Once every checklist item is verified as successfully addressed, the procedure is complete. The final, verified \*\*Revised Draft\*\* is now ready for output.

### 5.0 Output Requirements

* The sole output of this procedure is the final, fully-vetted \*\*Revised Draft\*\*.
* The agent must present this draft along with a concluding statement confirming that all required revisions from the audit report have been implemented and verified.