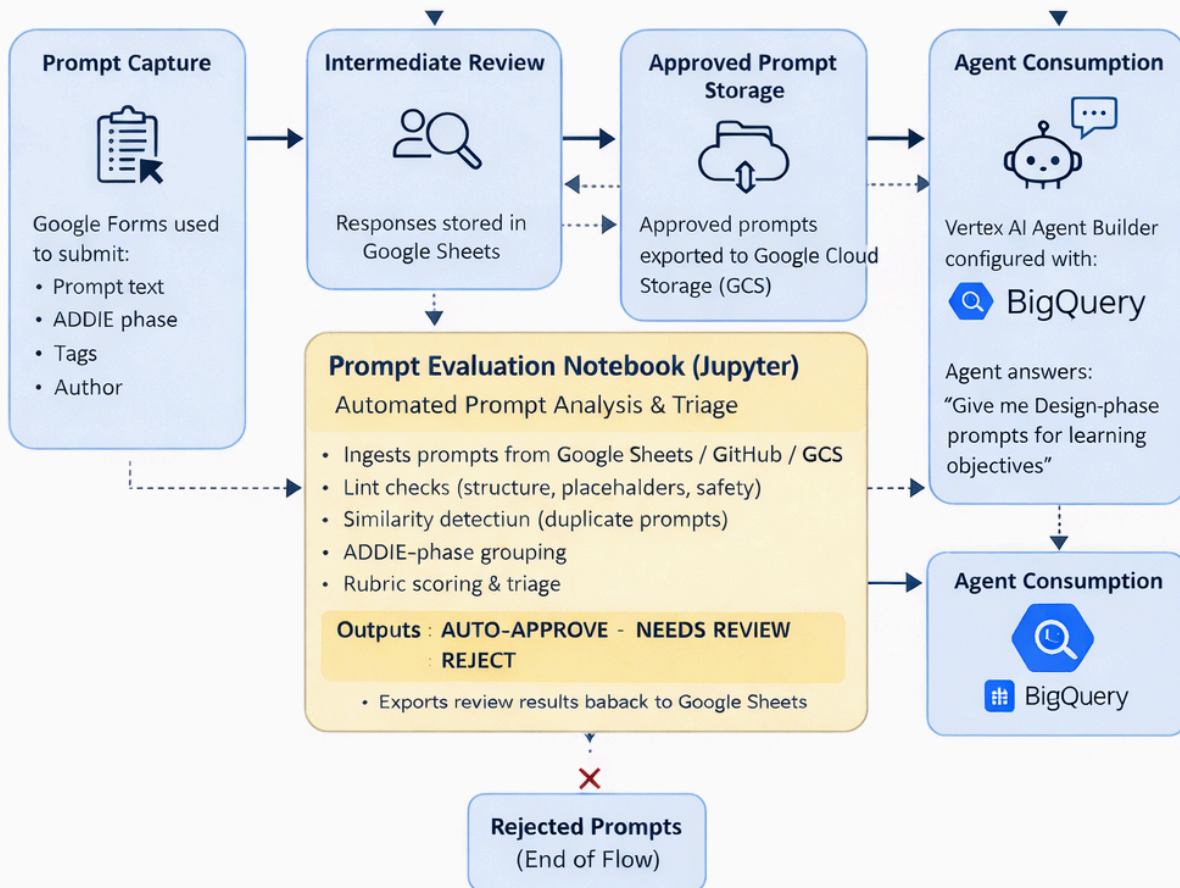


Duration: ~4–6 weeks

Architectural Overview – Pilot Phase (Phase 1)

Phase 1 Goal

Validate the end-to-end value of structured prompt capture and agent-based retrieval with human-in-the-loop controls



1. Pilot Objectives

Primary Objectives

- Validate structured prompt capture aligned to ADDIE
- Establish a human review and governance loop
- Prove that a Vertex AI Agent can retrieve prompts effectively
- Build organizational trust before automation

Success Definition (Pilot Exit Criteria)

- Users can ask an Agent for prompts by ADDIE phase
- Agent returns only approved prompts
- Reviewers confirm quality and non-duplication
- Stakeholders agree automation is safe to introduce

2. Scope (Pilot Phase Only)

In Scope

- Google Forms for prompt submission
- Google Sheets for staging and review
- Manual human review (quality + similarity)
- Google Cloud Storage as agent data source
- Vertex AI Agent configured for retrieval
- ADDIE-based metadata and filtering

Explicitly Out of Scope

- Automated similarity detection
- BigQuery-based lifecycle management
- Versioning automation
- Prompt testing automation

3. Roles & Responsibilities

Role	Responsibility
Product Owner	Vision, scope, pilot success criteria
Prompt Authors	Submit prompts via Google Forms
Reviewers / SMEs	Quality + similarity vetting
Pilot Tiger Team	GCS + Agent configuration
Project Leads	Timeline, coordination, delivery

4. Work Breakdown Structure (WBS)

Phase 0 — Planning & Alignment (Week 0)

Deliverables

- Pilot BRD (approved)
- Architecture diagram (pilot)
- Success metrics defined

Tasks

- Confirm ADDIE metadata fields
- Define reviewer approval criteria
- Define agent response expectations

Phase 1 — Prompt Capture Setup (Week 1)

Deliverables

- Google Form (Prompt Submission)
- Google Sheet (Responses + Review columns)

Tasks

- Design Google Form:
 - Prompt text
 - ADDIE phase
 - Intended use
 - Tags
 - Author
- Configure Sheet:
 - Status (Submitted / Approved / Rejected)
 - Reviewer comments
 - Similarity notes
- Pilot with 5–10 sample prompts

Acceptance Criteria

- Authors can submit prompts in <2 minutes
- Prompts land consistently in Sheets

Phase 2 — Human Review & Governance (Week 2)

Deliverables

- Review workflow defined
- Approved prompt checklist

Tasks

- Define review rubric:
 - ADDIE alignment
 - Clarity and reuse potential
 - Similarity to existing prompts
- Train reviewers on process
- Review first batch of prompts

Acceptance Criteria

- Review decisions are consistent across reviewers
- Review turnaround <48 hours

Phase 3 — Approved Prompt Repository (Week 3)

Deliverables

- Google Cloud Storage bucket
- Prompt file format standard (JSON or Markdown)

Tasks

- Design prompt file schema:
 - Metadata header
 - Prompt text body
- Manual export of approved prompts to GCS
- Folder structure by ADDIE phase

Acceptance Criteria

- Each approved prompt exists as a single file
- Metadata is machine-readable

Phase 4 — Vertex AI Agent Configuration (Week 4)

Deliverables

- Vertex AI Agent (Agentspace)
- Cloud Storage configured as data source

Tasks

- Configure Agent instructions:
 - ADDIE filtering
 - Approved-only rule
 - Explainable responses
- Connect GCS as retrieval source

- Test basic queries:
 - “Design phase prompt”
 - “Analyze phase prompt”

Acceptance Criteria

- Agent retrieves correct prompts
- Agent does not hallucinate or invent prompts
- Responses include explanation

Phase 5 — Pilot Validation & Feedback (Week 5)

Deliverables

- Pilot feedback summary
- Go / No-Go decision for Phase 2

Tasks

- Run user testing sessions
- Capture:
 - Retrieval accuracy
 - Ease of use
 - Trust feedback
- Document gaps and automation opportunities

Acceptance Criteria

- ≥80% user satisfaction
- Clear Phase 2 automation roadmap agreed

5. Timeline Overview

Week	Focus
0	Planning & alignment
1	Prompt capture (Forms/Sheets)
2	Human review & governance
3	GCS repository
4	Vertex AI Agent

6. Risks & Mitigations (Pilot)

Risk	Mitigation
Low prompt quality	Strong human review
Reviewer bottleneck	Small prompt volume
Agent hallucination	Approved-only datasource
Overengineering	Manual steps by design

7. Pilot Metrics

Operational

- Number of prompts submitted
- Approval rate
- Review turnaround time
- Prompt usage

User Experience

- Time to find a prompt
- Agent response satisfaction
- Reuse rate of prompts

8. Pilot → Production Transition Criteria

Pilot moves to Phase 2 only if:

- Users trust agent responses
 - Review rubric is stable
 - Similarity checks are well understood
 - Stakeholders approve automation
-

9. Executive Summary

Pilot Phase Goal:

Prove that structured prompt governance combined with agent-based retrieval improves consistency, reuse, and trust—before introducing full automation.