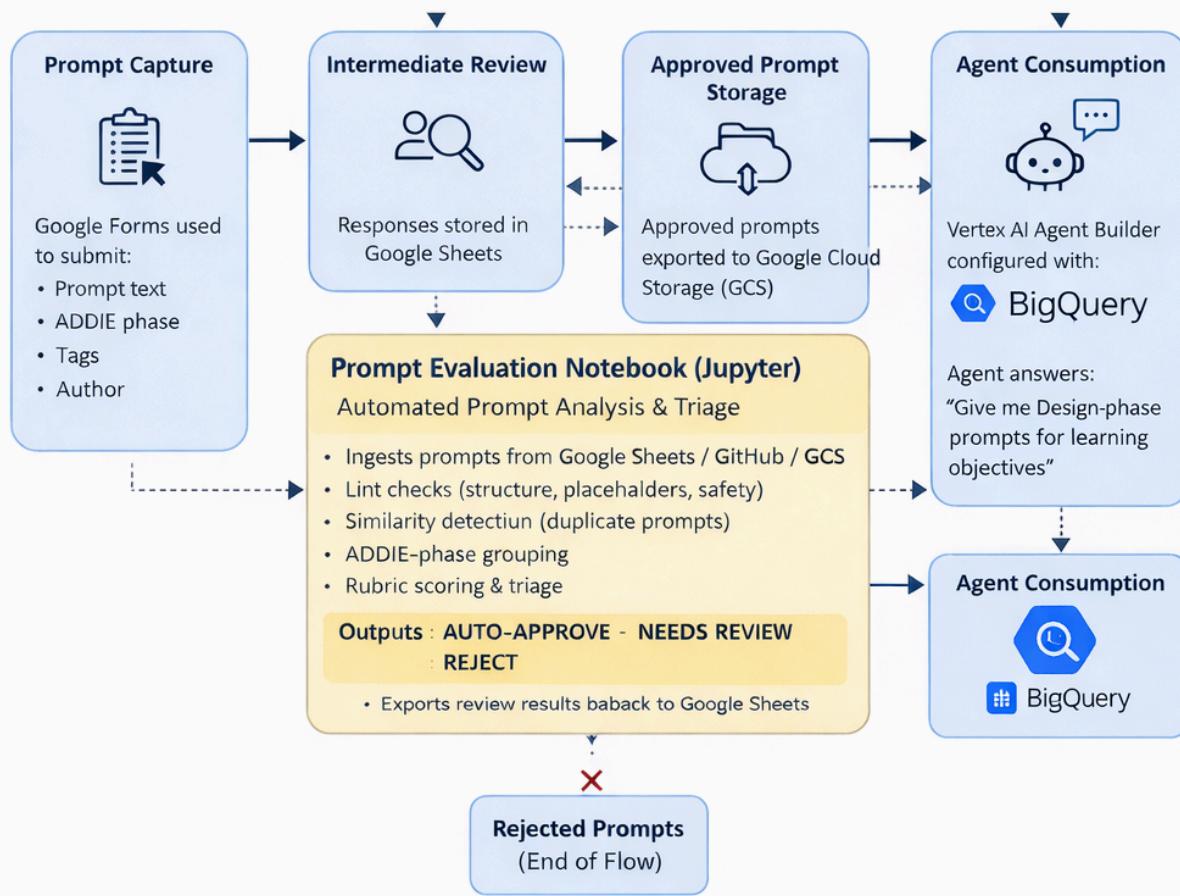


**Duration:** ~4–6 weeks

## Architectural Overview – Pilot Phase (Phase 1)

### Phase 1 Goal

Validate the end-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**

<b>Role</b>	<b>Responsibility</b>
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.