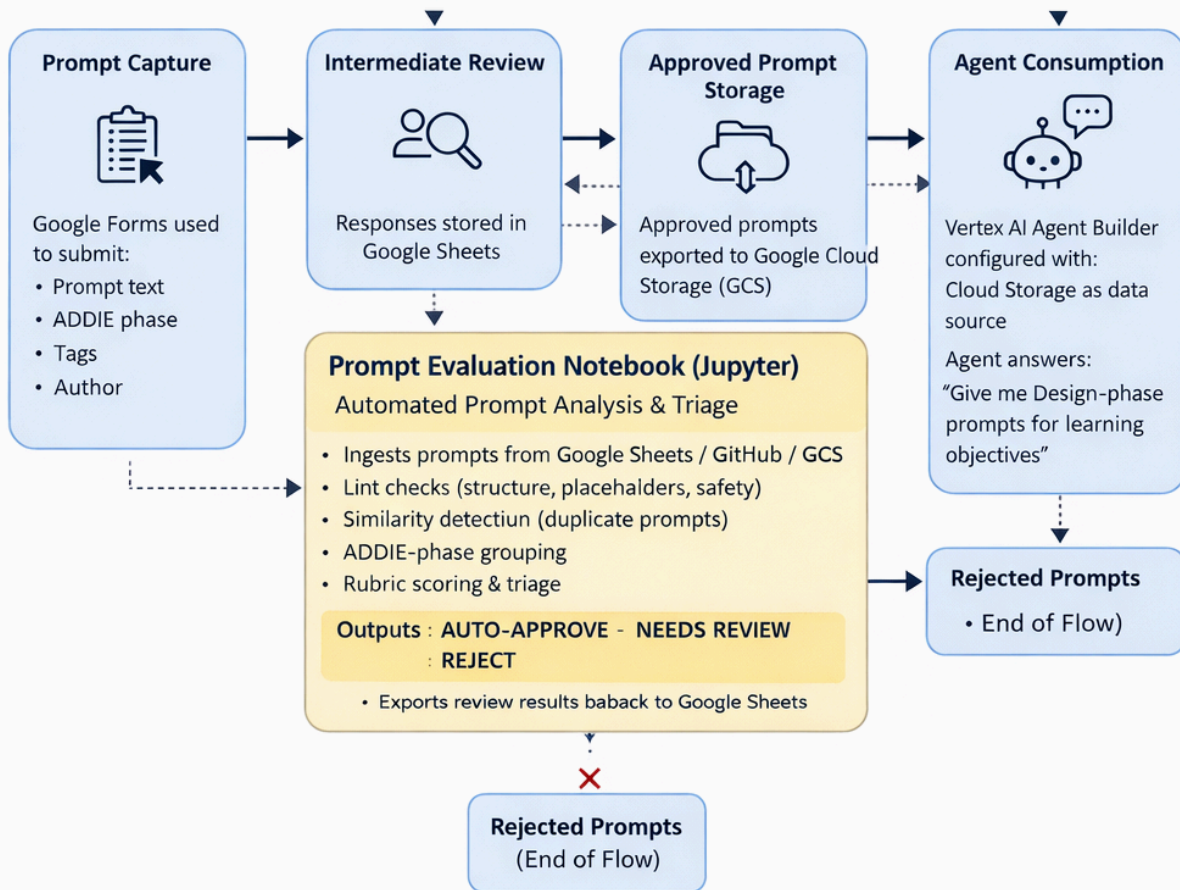**Duration:** ~4–6 weeks



## Architectural Overview – Pilot Phase (Phase 1)

### Phase 1 Goal

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

**Prompt Capture**

Google Forms used to submit:
• Prompt text
• ADDIE phase
• Tags
• Author

**Intermediate Review**

Responses stored in Google Sheets

**Approved Prompt Storage**

Approved prompts exported to Google Cloud Storage (GCS)

**Agent Consumption**

Vertex AI Agent Builder configured with: Cloud Storage as data source

Agent answers: "Give me Design-phase prompts for learning objectives"

**Prompt Evaluation Notebook (Jupyter)**
Automated Prompt Analysis & Triage

• Ingests prompts from Google Sheets / GitHub / GCS
• Lint checks (structure, placehalders, safety)
• Similarity detectiun (duplicate prompts)
• ADDIE-phase grouping
• Rubric scoring & triage

Outputs : AUTO-APPROVE - NEEDS REVIEW : REJECT

• Exports review results babback to Google Sheets

**Rejected Prompts**
• End of Flow)

**Rejected Prompts**
(End of Flow)

# 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.