

# Product Requirements Document: SiteVoice Manager Action Lifecycle

## 1. Overview

SiteVoice aims to be a high-integrity "System of Record" for construction sites. The Manager Dashboard is the central orchestrator where voice notes are transformed into structured actions. This document defines the lifecycle of an "Action Card," from AI classification to final archival.

## 2. Core Principles

- **High Integrity:** Never overwrite raw data; maintain a clear audit trail of all stakeholder interactions.
- **Contextual Intelligence:** UI actions morph based on the intent detected by AI (Procurement vs. Safety vs. Update).
- **Final Gatekeeping:** Only a Manager can "Complete & Log" an action, ensuring human-in-the-loop verification.

## 3. Message Types & Contextual Actions

The dashboard classifies incoming voice notes into categories. The "Surface Actions" (primary buttons) on the card change accordingly.

Category	Description	Primary Surface Actions
Approval	Requests for permission/spending.	Approve, Inquire, Deny
Action Required	Site issues, blockers, or fixes.	Instruct, Forward, Resolve
Update	Progress reports/FYI.	Acknowledge, Add Note, Log

## 4. The "Double Burger" Menu (Secondary Actions)

Every card, regardless of type, includes a hidden menu for global management tasks:

- **Override Priority:** Manually set to High/Med/Low (overwrites AI default).
- **Edit Summary:** Modify the `transcript_final` for accuracy.
- **Mark Completed & Logged:** Immediate archival at any stage.
- **Stakeholder Trail:** View the timeline of who did what and when.

## 5. The Workflow Lifecycle

### Phase A: Receipt & Initial Judgment

1. Voice note is processed by Groq/Gemini.
2. Card appears in Pending (Kanban) or Inbox (Classic).
3. Manager can update priority immediately if AI miscalculated urgency.

### Phase B: The Delegation Loop

- **Instruct:** Manager records a counter-voice note for the original sender.
- **Forward:** Manager routes the task to a specific department (e.g., Procurement).
- **Interaction Tracking:** Every action is appended to the card's history. The card reflects the "Last Action Taken" and by whom.

### Phase C: Proof-of-Work (PoW) & Verification

- If a task is delegated, it remains in In Progress .
- The assignee must upload a photo or document to move it to Verifying .
- Manager reviews the PoW against the original request.

### Phase D: Final Archival

- Manager hits Complete & Log.
- The card moves to Verified Archival .
- Data is synced to the Daily Pulse digest for end-of-day reporting.

## 6. Technical Requirements

- **Unified UI:** Use ActionCardWidget for both Kanban and Classic views to ensure feature parity (expansion, audio, analysis).
- **State Machine:** Enforce strict status transitions: pending -> in\_progress -> verifying -> completed .
- **Audit Log:** The action\_items table must support a JSONB array or a related table for interaction\_history .