# EA-Runbook\_Operator-Playbook.docx

**Role (one-liner)**  
Operator playbook for the streamlined EvidenceAI workflow: simplified folders, Google Apps Script automation, and iterative discovery driven by natural language analysis.

**Map of the Docs**

* EA-Framework\_Master-Prompt.docx = Core methodology, citation rules, phase structure.
* EA-Guide\_LLM-Behavior-Guardrails.docx = LLM behavior across phases; do/don’t; guardrails.
* EA-Runbook\_Operator-Playbook.docx = This document. Operator procedures: folders, scripts, outputs, QA.

**Phase Map (Simplified & Validated)**

* **Phase 1: Strategy** – Generate Gmail search queries from a natural language Hypothesis.
* **Phase 2: Acquisition** – Execute searches and preserve email threads as PDFs via Google Apps Script.
* **Phase 3: Analysis** – Analyze Findings and propose the next search strategy in natural language.
* **Phase 4: Synthesis** – Produce legal memoranda and fact summaries with hyperlinked citations.

**Working vs. Production Conventions**

* **/Production:** Stable, canonical names. The single source of truth.
* **/Working:** Drafts, experiments. Version with datestamps (e.g., YYYYMMDD).
* **File Naming:**
  + Production Docs: EA-Runbook\_Operator-Playbook.docx, EA-Framework\_Master-Prompt.docx, EA-Guide\_LLM-Behavior-Guardrails.docx
  + Working Drafts: Append \_YYYYMMDD (e.g., EA-Runbook\_Operator-Playbook\_20250903.docx)
  + Exhibits: [YYYY-MM-DD]*[First5WordsOfSubject]*[From]\_[To].pdf

**1. Folder Structure (Production - Simplified)**

/Production Files/

├── /Prompts/

│ ├── PROMPT\_Phase-1-Strategist.md

│ ├── PROMPT\_Phase-2-Acquisition.md

│ ├── PROMPT\_Phase-3-Discovery-Analyst.md

│ └── PROMPT\_Phase-4-Synthesis.md

├── /Scripts/

│ ├── generate\_gmail\_queries.py

│ └── (Other utilities)

├── /02\_Exhibits/

│ └── /01\_Raw\_PDFs/

└── (Other case-specific files)

**2. Phase-by-Phase (Validated Operator Steps)**

**Phase 1: Strategy**

* **Input:** A Hypothesis in natural language.
* **Action:** Run PROMPT\_Phase-1-Strategist.md with ChatGPT, providing the Hypothesis.
* **Output:** Numbered list of executable Gmail search queries.

**Phase 2: Acquisition (Automated)**

* **Input:** Search queries from Phase 1.
* **Action:** Execute Gmail\_to\_Drive\_PDF.js to preserve threads.
* **Output:** Preserved PDF exhibits in /02\_Exhibits/01\_Raw\_PDFs/.

**Phase 3: Analysis (Iterative Discovery)**

* **Input:** New PDF exhibits.
* **Action:** Run PROMPT\_Phase-3-Discovery-Analyst.md with ChatGPT, providing the exhibits.
* **Output:** Strategic narrative analysis in natural language, with recommended next steps.

**Decision Gate (Mandatory)**  
At the conclusion of Phase 3, the Operator must:

1. Verify provenance completeness (sender, recipients, subject, UTC timestamp, message-ID, two sentences of context).
2. Log contradictions and ambiguities.
3. Record a clear Next Hypothesis and rationale in the project tracker.
4. Approve or edit LLM’s recommendations before restarting Phase 1.  
   **The loop cannot continue without this checkpoint.**

**Phase 4: Synthesis**

* **Input:** Final preserved exhibits from Phases 1–3.
* **Action:** Run PROMPT\_Phase-4-Synthesis.md with Claude.
* **Output:** Legal\_Memorandum.docx and Consolidated\_Summary\_of\_Facts.docx with hyperlinked citations.

**3. Iterative Discovery Policy**

* The system is built on a loop: Strategy → Acquisition → Analysis.
* The Operator interprets Phase 3 output, applies the Decision Gate, and defines the Next Hypothesis.
* Loop continues until two consecutive cycles yield no new significant Findings.

**4. Scripts Index (Canonical)**

* **generate\_gmail\_queries.py** — Local script for generating queries from Hypotheses. Use --mode raw for automation.
* **Gmail\_to\_Drive\_PDF.js** — Core Google Apps Script for Acquisition.

**5. QA Checklist (Simplified)**

* **Acquisition:** All queries from Phase 1 executed.
* **Preservation:** A PDF exists for every email thread found.
* **Naming:** All filenames follow convention.
* **Analysis:** Phase 3 recommendations are actionable and evidence-based.
* **Synthesis:** Every assertion in outputs has a verifiable citation hyperlink.
* **Provenance Hard Gate:** No Findings accepted without sender, recipients, subject, UTC timestamp, message-ID, and context.

**Failure Protocols (Operator Responsibilities)**

1. **Zero-Result Branch:** Confirm log entry; broaden queries ±14 days or add pivots; retry.
2. **Tool/API Error:** Retry (3x with backoff). If unresolved, escalate to manual PDF export.
3. **Malformed Files:** Attempt re-export; if still malformed, flag for manual capture.
4. **Incomplete Provenance:** Open a “Provenance Fix” task; do not promote to Findings.
5. **Privacy Trigger (SUD/medical/PII):** Route to Redaction Gate; Operator approval required before sharing.
6. **Contradiction Detection:** Log and elevate to Hypothesis if material.

**Metrics & Exit Criteria**

* Coverage % of queries executed.
* Number of contradictions identified.
* New participants or leads discovered.
* Zero-result rate per cycle.
* Exit: Two consecutive cycles with no new significant Findings.

**Terminology Appendix (Authoritative Definitions)**

* **Hypothesis** — A falsifiable claim expressed in natural language.
* **Query Plan** — The set of Gmail search queries derived from a Hypothesis.
* **Findings** — Evidence identified in Phase 3, documented with verbatim quotes, context, and complete provenance.
* **Contradictions** — Evidence that conflicts with prior claims; must be logged.
* **Next Hypothesis** — The refined claim formed after reviewing Findings.
* **Operator** — Human lead; interprets analysis, approves Query Plans, manages redaction, signs off.
* **LLM Analyst** — Recommends strategies, drafts Findings, highlights risks.
* **Automation** — Scripts/utilities that execute searches and preserve evidence.
* **Evidence Appendix** — Collection of exhibits with provenance metadata and hyperlinks.
* **Decision Gate** — The checkpoint where the Operator reviews Findings, confirms provenance, and approves the Next Hypothesis.

**Version Notes**  
This harmonized version incorporates standardized terminology, Decision Gate procedures, provenance as a QA hard gate, failure protocols, and measurable exit criteria. It is now fully aligned with the Framework and Guardrails, ensuring a unified operational system.