

AI Foundations & Policy Compliance

AI Tools for Operations Leaders

Personal Introduction



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Today's Agenda

Why AI Matters

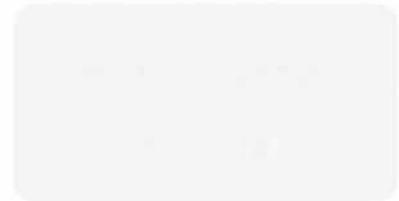
Tesla AI Policy

Introduction to Bottle Rocket

Prompt Engineering Basics AI

Models & Tesla Agents Iterate

Verify & Improve



01

Why AI Matters for Operations

72% The Shift Is Already Happening

Of organizations have already deployed AI in at least one business function — and **supply chain leads adoption**. The question isn't if your competitors are using AI. It's how far ahead they already are.

McKinsey Global Survey on AI, 2024

COMPANIES WAITING

- 2.5x** more likely to fall behind on operational efficiency within 18 months
Deloitte Digital Transformation Study
- 67%** of leaders who delayed AI adoption reported talent retention issues
LinkedIn Workforce Report, 2024
- \$4.2M** average cost of delayed AI implementation per year in missed productivity
Accenture Technology Vision

COMPANIES LEADING

- 40%** reduction in time spent on routine reporting and data analysis tasks
Harvard Business Review, 2024
- 3.2x** higher employee satisfaction when AI handles tedious work
MIT Sloan / BCG Research
- 23%** improvement in supply chain decision speed — catching issues earlier
Gartner Supply Chain Survey

Bottom line: Tesla's culture is built on Speed and Excellence. AI is how we **multiply both**.

60% Where Does Your Time Actually Go?

Of a manager's week is spent on tasks that **don't require human judgment** — data gathering, formatting reports, writing routine communications, and chasing information across systems.

Microsoft Work Trend Index, 2024

TIME DRAINS (REPETITIVE)

11 hrs

per week spent on email — reading, writing, sorting, and searching for buried info

McKinsey Global Institute

8 hrs

per week gathering data from multiple systems and formatting into reports

Forrester Research

5 hrs

per week on status updates, meeting prep, and predictable documentation

Asana Anatomy of Work Index

HIGH-VALUE WORK (WHAT YOU'RE HIRED FOR)

Strategic

Long-term planning, process improvements, cost optimization — the work that drives your 20% improvement goals

Leadership

Coaching your team, handling exceptions, making judgment calls that only you can make

Innovation

Identifying new opportunities, building relationships, solving unsolved problems

The math is simple: If AI saves you 7.5 hours per week, that's **390 hours per year** — nearly 10 full work weeks redirected to what actually matters.

02

Tesla AI Policy Deep Dive

Three Tiers of AI Tools at Tesla

APPROVED

Tesla Data OK

Chat.BottleRocket (go.tesla.com/chat)

IT Assist (it.bottlerocket.tesla.com)

Employee Assist (hr.bottlerocket.tesla.com)

Energy Chats (energy.bottlerocket.tesla.com)

Nabu RAG Agents
(nabu.bottlerocket.tesla.com)

Nova (nova.tesla.com)

M365 Copilot Chat (corporate link only)

CONDITIONAL

NO Tesla Data

GitHub Copilot (code only, no Tesla data)

GitHub Copilot CLI

Power Automate AI (no OpenAI connector)

PROHIBITED

Never for Work

ChatGPT, Claude.ai, Gemini web

Perplexity, Grok via X/xAI

Apple Intelligence (corp devices)

AI meeting transcription

AI wearables (Ray-Ban Meta, etc.)

DeepSeek (China-hosted)

Approved AI Tools

Source: Tesla Confluence — Approved Software > AI Tools (InfoSec)

The screenshot shows a Tesla Confluence page with the following structure:

- Left Sidebar:** Contains a navigation tree for 'Information Security' and 'Approved Software' sections.
- Header:** Includes links for 'Spaces', 'People', 'Questions', 'Calendars', 'Analytics', 'Document Management', 'Collections', 'Create', 'Access FAQ', and 'I need access'.
- Page Content:**
 - A note: "https://go.tesla.com/aiotools - If an AI tool is not explicitly approved, consider it not allowed for use."
 - A note: "Please review the AI Policy to ensure you're up to date with policy requirements. Tesla Data Classification and Management Policy: https://go.tesla.com/datapolicy"
 - A note: "What is Tesla Data? For AI Purposes, any data that is not publicly available outside Tesla. Remember you have signed a Non Disclosure Agreement and agreed to protect Tesla Data."
 - Table:** A table listing approved AI tools. The columns are:
 - Tesla Approved Tools
 - Tesla Data Allowed?
 - Description
 - Comments

The table data is as follows:

Tesla Approved Tools	Tesla Data Allowed?	Description	Comments
Bottle Rocket	Yes	<ul style="list-style-type: none"> Vehicle Software <ul style="list-style-type: none"> Autopilot Autopilot Hardware 	https://go.tesla.com/bottlerocket
IT Assist Bot	Yes	An IT-specific instance of Bottle Rocket for IT related assistance.	https://it.bottlerocket.tesla.com
Employee Assist	Yes	An HR-specific instance of Bottle Rocket for HR related assistance.	https://hr.bottlerocket.tesla.com
Inference as a Service (API Access)	Yes	<ul style="list-style-type: none"> Inferencing as a service for teams that want to control their entire implementation stack end to end. All models provided via Bottler Rocket are approved for use with Tesla Data. (NOTE: This requires ARB approval.) Tesla-Hosted Models: (All on-prem models are offered unquantized at full resolution unless otherwise noted) On-Premises Models a/o Jan 2026 On-Prem Models <ul style="list-style-type: none"> LlamaGuard3-8B Meta Llama-3.1-4058-Instruct Meta-Llama-3.1-70B-Instruct Meta Llama 3.2-90B openai/gpt-oss-20b openai/gpt-oss-120b Owen2.5-72B-Instruct Qwen/Qwen2.5-VL-7B-Instruct Qwen3-30B-A3B Qwen3-30B-A3B-Instruct Qwen-235B-A22B Qwen-235B-A22B-Instruct Qwen3-Omni Qwen3-Next-80B OpenGVLab/InternVL3-78B mistralai/Devstral-Small-2505 nvidia/NVIDIA-Nemotron-3-Nano-30B-A3B-BF16 Commercial Models <ul style="list-style-type: none"> Grok 2 Vision Grok 3 Mini Grok 3 Grok 3 Vision Grok 4 Grok 4 Fact Reasoning 	https://go.tesla.com/inference Official Models List

If not explicitly approved, it is NOT allowed.

ANNOTATIONS

- 1 Key rule: Not approved = not allowed
- 2 Tesla Data = anything not public
- 3 Bottle Rocket — Tesla Data OK
- 4 IT Assist — IT help desk bot
- 5 Employee Assist — HR bot

YOUR 3 SAFE TOOLS

- Bottle Rocket
- IT Assist
- Employee Assist

Conditional & Restricted Tools

Same policy page — scroll down for the tricky rules

Category	Known To	Software	Hardware	Notes
Approved Tools	1	<ul style="list-style-type: none"> Autopilot Autopilot Hardware 		
GitHub		<ul style="list-style-type: none"> Are we hosting our entire code base in cloud? – No Is our code base or repo sent to cloud? – No Is GitHub Copilot using other Models for Code Completion and Chat Support – Yes Does it create any risk for IP? – No How no risk for IP if multiple models are used? <ol style="list-style-type: none"> All Models (OpenAI, Gemini, Claude) are hosted in GitHub Managed accounts within Azure Tenant. The Model Providers do not have access to the Inference Instances of GitHub where the models are hosted. Tesla or any client data is not used for Code Training. Hashed Prompt interactions are stored in Azure Tenants for 60days to support legal obligations/claims MCP use limited to approved Nova MCP tools. <p>NOTE: Copilot is a cloud subscription whereas we use GitHub Enterprise. Copilot cannot talk to our GitHub Enterprise for PR review.</p>		For any Question: https://teamchat.tesla.com/ IDE Setup Guides <ul style="list-style-type: none"> Using GitHub Jetbrains vscode
Microsoft Copilot for GitHub CLI	Yes	Allowed for all GitHub users. MCP use limited to approved Nova MCP tools.		
Microsoft Copilot M365 - (Word, Excel, PowerPoint, Outlook, and Teams)	N/A	N/A	<ul style="list-style-type: none"> There is a difference between Copilot M365 Chat and Copilot M365. Microsoft Copilot Chat vs. Copilot M365 Copilot M365 is not available. 	Specifics located Microsoft 365 Copilot Microsoft Learn
Microsoft 365 Copilot Chat and Copilot Windows application	Yes		<ul style="list-style-type: none"> When logged in, data does not leave our tenant and is protected by Microsoft Enterprise Data Protection Data remains in our tenant and utilizes the same controls as existing Office applications. Make sure you use corporate link https://m365.cloud.microsoft.chat Do not use https://copilot.microsoft.com which is a personal link. 	https://learn.microsoft.com/enterprise-data-protection/corporate-link
Microsoft Teams Call Recording / Note Taking / Transcription	Please refer to the Global Meeting Recording Policy. (This includes approval for training process)	✖	<ul style="list-style-type: none"> The use of Teams features like recording or transcription must meet requirements of the Global Meeting Recording Policy. (This includes approval for training process) Vendors are not allowed to use note taking/transcription <ul style="list-style-type: none"> Request vendors disable AI assistants / transcription during calls. Note taking and transcription with unapproved tools is prohibited by either party. 	https://support.microsoft.com/teams-transcription-in-meetings/4684-885e-2152e
Microsoft Teams Premium	Yes *		<ul style="list-style-type: none"> Limited to users who host large volumes of meetings requiring notes due to additional monthly cost per user. Will require manager approval. Self Service expected in next couple weeks. The use of Teams features must meet requirements of the Global Meeting Recording Policy. Not allowed for vendors/suppliers 	
Microsoft Power Automate	Yes		<ul style="list-style-type: none"> Use of Power automate AI functions are approved from infosec perspective, as data stays inside tenant. This does not 	
Space tools	«			

ANNOTATIONS

- GitHub Copilot — approved but NO Tesla code
- Copilot in Office — M365 is NOT available
- M365 Chat — OK but use *corporate link only*
- Teams Recording — needs policy approval, vendors blocked

COMMON MISTAKES

- Using copilot.microsoft.com instead of m365.cloud.microsoft.chat
- Letting vendors record or transcribe calls

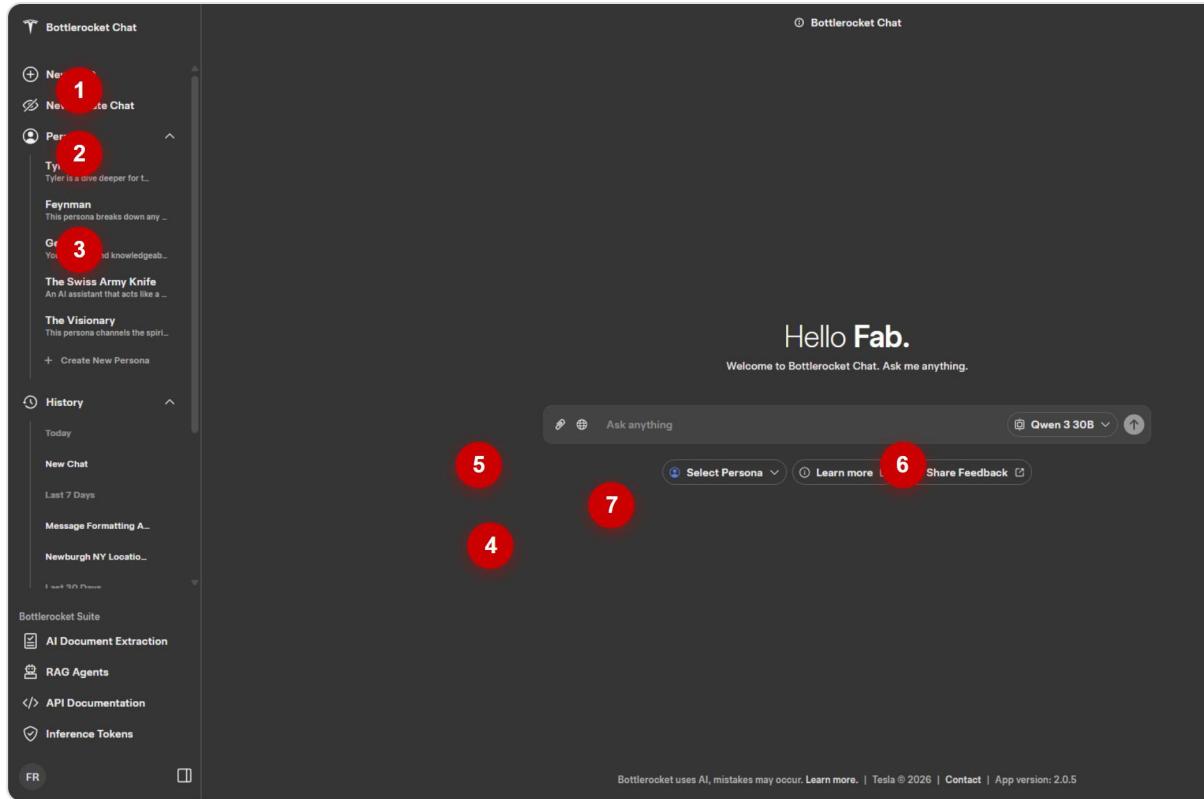
When in doubt: Use Bottle Rocket. It is always approved for Tesla Data.

03

Introduction to Bottle Rocket

LIVE DEMO

Your AI Dashboard — Bottle Rocket



- 1 **New Chat** — Start fresh conversation
- 2 **Private Chat** — Not saved to history
- 3 **Personas** — Change AI personality
- 4 **File Upload** — Attach PDFs, data files
- 5 **Web Search** — Real-time info toggle
- 6 **Model Selector** — Choose AI model
- 7 **Select Persona** — Quick persona switch

All models inside BR are **approved for**
Tesla Data

Three Tiers of AI: Chatbot → Workflow → Agent

Not all AI is the same. Understanding the tiers helps you pick the right tool for the job.

1 AI Chatbot

Answers questions by retrieving content

Fetches information from a **known set of** documents or data. Matches your question to stored content and generates a response.

- Retrieves from documents (RAG)
- Matches query to content
- Generates formatted answer
- **Read-only** — cannot take action

TESLA EXAMPLE

Bottle Rocket Chat — ask questions, get answers from AI models. **Nabu** agents with uploaded docs.

2 AI Workflow

Answers questions by invoking systems

Orchestrates data from **multiple sources** or services. Goes beyond static retrieval — calls APIs and combines results.

- Calls external APIs for live data
- Combines multiple data sources
- Computes or aggregates results
- **Read-only** — pulls data, doesn't change it

TESLA EXAMPLE

IT Assist / Employee Assist — pulls from HR systems, knowledge bases, and ticketing to answer your question.

3 AI Agent

Performs actions by invoking systems

Autonomous entity that **executes tasks** and influences the environment. Makes decisions and acts on them.

- Perceives situation & decides actions
- Calls APIs to **read AND write**
- Automates workflows end-to-end
- Monitors outcomes, adjusts behavior

TESLA EXAMPLE

Future state — an agent that monitors Order Monitor, auto-escalates stuck VOR orders, and reassigns pickers.

Personas — Customize Your AI Assistant

The sidebar displays four persona cards:

- Tyler**: Described as a dive deeper for t... (partially visible)
- Feynman**: Described as This persona breaks down any ... (partially visible)
- General**: Described as Your reliable and knowledgeable ... (partially visible)
- The Swiss Army Knife**: Described as An AI assistant that acts like a ... (partially visible)

Bottle Rocket — Personas sidebar



Feynman

Explains complex topics in simple terms. Great for training materials and breaking down technical concepts.



General

Balanced all-purpose assistant. Good default for everyday operations tasks.



Swiss Army Knife

Multi-tool for diverse tasks: formatting, analysis, writing, brainstorming.



The Visionary

Strategic thinking and big-picture analysis. Best for planning and initiative design.

[Create your own persona](#) with custom instructions — e.g., a “DC Operations Manager” with your site’s SOPs built in.

Access personas from the sidebar. They shape HOW the AI responds — same model, different behavior.

04

Prompt Engineering Basics

Day 4

50% Your Prompt Is Half the Equation

MIT researchers found that half of AI performance comes from the model — and the other half from **how you write your prompt**. The best prompters weren't engineers. They were people who expressed ideas clearly.

MIT Sloan School of Management, 2024

WITHOUT PROMPT SKILLS

83% hallucination rate — AI confidently makes up facts when given vague instructions

Mount Sinai School of Medicine

78% of AI project failures caused by poor human-AI communication, not bad technology

Enterprise AI research, 2024

5.8× performance variance — the same model gives wildly different answers depending on wording
arXiv, Llama-2 study

WITH PROMPT SKILLS

21% hallucination rate — a 4x reduction just from writing clearer, structured prompts

Mount Sinai School of Medicine

40% higher quality output when users apply a structured prompting framework

Harvard / BCG, 758 consultants

34% productivity boost for beginners — new AI users gain the most from learning to prompt well
Stanford / MIT, 5,000 workers

Bottom line: Bottle Rocket already has the best AI models. The gap between a frustrating AI experience and a powerful one is **your prompt**.

The Prompt Formula: ROLE + CONTEXT + TASK + FORMAT

ROLE

+

CONTEXT

+

TASK

+

FORMAT

ROLE

Tell the AI who to be

"You are an experienced operations manager at a distribution center"

CONTEXT

Give background information

"I manage the morning shift at Tampa DC with 45 associates"

TASK

State exactly what you need

"Create a standup summary for today's meeting"

FORMAT

Specify the output structure

"Bullet points, under 150 words, 3 sections"

Good Prompt vs. Bad Prompt

Vague Prompt

Help me with standup prep

Generic, unfocused, not usable without heavy editing. Missing: role, context, specific task, format constraints.

Structured Prompt

ROLE: Experienced ops manager at a Tesla DC.

CONTEXT: Tampa DC, morning shift, 42 associates, 2,847 orders yesterday, conveyor issue 2-4 PM.

TASK: Standup summary – yesterday's performance and today's priorities.

FORMAT: Bullets, under 150 words, 3 sections.

Specific, actionable, ready to use with minor edits.

The same AI model produced both outputs. The difference is entirely in the prompt.

Choose Your Category

CARD A

Email Drafts

- Vendor late delivery
- Leadership update
- Team recognition
- Customer escalation

CARD B

Meeting Prep

- Safety meeting agenda
- 1:1 with supervisor
- Shift handoff debrief
- QBR talking points

CARD C

Performance Summaries

- Weekly metrics
- Incident report
- Shift handoff
- Regional highlight email

CARD D

Analysis & Problem-Solving

- Missed shipments
- Overtime spikes
- Dock door efficiency
- Retention brainstorm

Pick 3 tasks. Write an RCTF prompt for each. Test in Bottle Rocket. For **ONE** prompt, switch to Feynman persona and compare.

Tesla Employees Are Already Building AI Agents

5-Why Analysis Agent

OPERATIONS

Guides structured root cause analysis for production issues

Parts SOP Generator

OPERATIONS

Generates standard operating procedures from parts documentation

Watt Wizard

ENERGY

Answers energy storage and battery technical questions

SPARQ

ENGINEERING

Spark plug analysis and quality inspection checks

Megafactory 5S

MANUFACTURING

5S audit assistance for factory floor operations

Your Agent?

YOUR DC

What repetitive task could AI handle for your team?

Nabu — Build Your Own AI Agent

Welcome to Nabu 

Manage and create Agents powered by markdown content

1 New Agent 2 Learn 3 Search agent... 4 5

Agent Name	Description	Updated At	Created At
5-Why Analysis AI-Agent 	* Specialized agent for systematic root cause...	9 days ago Jan 22, 2026, 2:59 PM	4 months ago Oct 9, 2025, 5:07 PM
SPARQL_smart_Processing_Agent_for_RAG-based_Questions 	A smart field assistant that instantly retrieves...	9 days ago Jan 22, 2026, 2:53 PM	4 months ago Oct 10, 2025, 5:40 PM
Email automation Test Agent	Respond to Emails and Quotes	About 2 months ago Dec 16, 2025, 7:20 PM	4 months ago Oct 15, 2025, 3:48 PM
Workplace Health - Giga Texas	Where employees can ask questions related t...	About 2 months ago Dec 4, 2025, 3:57 PM	4 months ago Oct 9, 2025, 6:39 PM
Watt Wizard 	Overview Name: WattWizard Role: AI Energy ...	About 2 months ago Dec 4, 2025, 2:32 PM	4 months ago Oct 9, 2025, 5:28 PM
testbot	I am just testing out what happens when I sel...	2 months ago Dec 1, 2025, 2:01 AM	4 months ago Oct 9, 2025, 2:07 PM
Megafactory NPI Documents 	Search of all NPI related documents	2 months ago Nov 25, 2025, 9:36 PM	4 months ago Oct 13, 2025, 4:53 PM
Megafactory_Lathrop_SS 	This AI agent helps to answer SS related que...	2 months ago Nov 25, 2025, 7:00 PM	4 months ago Oct 9, 2025, 6:12 PM
FS-fx-docs-agent	Factory Software - FX docs agent	2 months ago Nov 22, 2025, 12:13 AM	4 months ago Oct 9, 2025, 4:30 AM
Tesla GPT 	Produces structured responses similar to cha...	2 months ago Nov 19, 2025, 5:40 PM	4 months ago Oct 10, 2025, 11:45 PM

Tests © 2026 | Contact us | App version: 2.1.1

- 1 **Create Agent** — Start building in 1 click
- 2 **Learn More** — Docs and tutorials
- 3 **Search Agents** — Find existing agents
- 4 **Agent List** — Live agents with status badges
- 5 **Descriptions** — What each agent does

38+

agents built by Tesla employees
No code required. Just markdown + prompts.

The Prompt Progression — Same Data, 4 Prompts

Same AI model. Same data. Only the prompt quality changes.

- 1 Trainer opens 4 Nabu agents (Order Monitor Levels 1–4), all loaded with same 1,000-order dataset
- 2 Same question asked to all 4: “What are the most urgent orders I should worry about?”
- 3 Watch outputs side-by-side — Level 1 (generic) → Level 4 (expert with part numbers and actions)
- 4 Group discussion: What made the difference at each level?



Key insight: The AI model is the same. The data is the same. The ONLY variable is the quality of your instructions.

The 4 Prompt Levels

ACTIVITY C

Level 1

Analyze the file.

The Lazy Prompt

3 words, zero guidance

Level 2

You are a warehouse analyst. Look at the order data and tell me what's going on. Find any problems and give me a summary. Use bullet points.

Some Effort

Level 3

ROLE: Operations analyst... **CONTEXT:** Order Monitor export, Hot Calls, VOR...
TASK: Executive summary, flag urgent, identify problems, 3-5 recommendations...
FORMAT: Headers, bullets, bold numbers

Good Structure
(RCTF Framework)

Level 4

Everything from Level 3 **PLUS:** 50+ field definitions, status lifecycle, pick location format, part groups, route types, analysis thresholds

Expert

Same AI model. Same data. Only the prompt changes.

EXERCISE 3

Design Your Agent on Nabu

- 1 Open nabu.bottlerocket.tesla.com
- 2 Browse published agents — note 5-Why Analysis and Watt Wizard as examples
- 3 Click “Create New Agent”
- 4 Name your agent: **[Your DC] + [Use Case]** (e.g., “Tampa Shift Handoff Agent”)
- 5 Write a system prompt using **ROLE + CONTEXT + TASK + FORMAT**
- 6 Upload one document to the knowledge base (an SOP, checklist, or template)
- 7 Test in the **Playground** with a sample query



AGENT IDEAS

Shift Handoff Agent — Generates end-of-shift summaries

New Hire Onboarding — Answers associate FAQs

Safety Incident Logger — Structures incident reports

Start simple: One task, one document. You can improve it in Week 3.

EXERCISE 6

Iterate, Verify & Improve

INSTRUCTIONS

- 1 Take your best prompt from Exercise 2
- 2 Review the output critically — what is not quite right?
- 3 Apply a verification technique (cross-reference a claim, check a number)
- 4 Use a follow-up prompt to improve (e.g., “Make this more concise”)
- 5 Bonus: Re-run with web search ON and compare accuracy

Don't rewrite the entire prompt — just tell the AI what to fix. Iteration is the skill that separates good AI users from great ones.

Key Takeaways

01

AI augments your expertise — it handles repetitive work while you focus on judgment and strategy

02

Policy is non-negotiable — Tesla AI Policy is your guide

03

ROLE + CONTEXT + TASK + FORMAT — the four-part formula transforms vague requests into actionable outputs

04

Iterate, verify, and use personas — your first output is a draft, not a deliverable. Check facts, refine, then use.