

CLEARWORKS FIELD LIBRARY / WORKING COMPANION

Workflow Selection + Build Brief Toolkit

Move from a familiar source of friction to one bounded, reviewable workflow.

COMPANION TO AEC AI WORKFLOW ATLAS



CLEARWORKS.AI / AEC OPERATING SYSTEMS, WORKFLOW DESIGN & RESPONSIBLE AI



Start with recurring friction

Describe a real job before naming technology.

THE RECURRING JOB

What happens repeatedly? Who does it, how often, and what starts it?

THE FRICTION

Where do people search, rebuild context, re-key, wait, check, chase, or correct?

THE CONSEQUENCE

What does the friction cost in time, rework, delay, risk, margin, trust, or attention?

CURRENT EVIDENCE

Which records, examples, and people can show how the job works now?

Score a short list—do not crown a winner from instinct

CANDIDATE	FREQUENCY	VALUE	DATA READY	RISK	REVERSIBLE	OWNER
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	

SCORING NOTE High value does not erase low readiness or high risk. Use the score to structure a conversation, then inspect the evidence behind it.

Define the bounded workflow

TRIGGER

What exact event starts the work?

TRUSTED CONTEXT

Which records, instructions, and examples govern the case?

ALLOWED ACTIONS

What may the system read, retrieve, extract, compare, draft, assemble, route, or update?

HUMAN REVIEW

Who makes the consequential decision, and what evidence must they see?

ACCEPTED RESULT + WRITEBACK

What does complete mean, and where does the approved result belong?

Test the messy cases before expanding access

EVALUATION SET

List representative cases, known exceptions, and failure modes.

MEASURES

What will you compare: cycle time, rework, aging, intervention, acceptance, quality, or value?

OPERATING OWNER

Who maintains access, source rules, templates, corrections, monitoring, support, and retirement?

NEXT DECISION

What evidence would justify continuing, changing, expanding, or stopping?
