1 Your company

Workshop elapsed time 00:23-00:28

Give your blueprint enough context to be useful. A short answer is enough.

Company display name

Concrete trade or specialty

Your role

Customers you serve

Work accepted, service area and exclusions

People or crews involved

2 Align

Workshop elapsed time 00:43-00:52

Translate your company pillars into behavior someone could observe.

Pillar 1, behavior and evidence

Pillar 2, behavior and evidence

Pillar 3, behavior and evidence

One recurring problem

What should improve

3 Map the work

Workshop elapsed time 01:05-01:20

Choose one handoff. Describe what the next person actually needs.

What starts the work

Required inputs and where they come from

Current steps and the missing handoff

Current tools and editions if known

Official destination and record owner

Proposed steps

4 Delegate

Workshop elapsed time 01:42-01:49

Give the assistant a job description and an accountable human supervisor.

One task for AI

Human owner, reviewer and backup

Required output and definition of complete

What AI may not do

Reusable assignment or prompt

5 Knowledge and connections

Workshop elapsed time 01:49-01:55

Begin with a few current, approved sources. A link alone does not prove authority.

Three to five sources with owner, version and status

Who may see which information

Proposed connection route

What must be verified before connecting

Who keeps sources current

6 Measure the result

Workshop elapsed time 02:27-02:35

Measure time to an accepted result, including the reviewer's work.

Baseline or plan to measure it

Proposed target and frequency

Quality and adoption measures

Expected costs and capacity assumptions

Scorecard owner and review date

7 Test the assignment

Workshop elapsed time 03:22-03:30

Record expected behavior and actual results separately. A discussion is not a production test.

Ordinary request test

Missing-fact or approval test

Conflicting-version test

Wrong-job or access test

Duplicate or connection-failure test

Stop condition and correction owner

8 Activate

Workshop elapsed time 03:36-03:44

Make the next action small enough to carry out. Keep unresolved decisions visible.

Days 1–30 actions, owners and dates

Days 31–60 actions and expansion gate

Days 61–90 actions and expansion gate

One action within 24 hours

Weekly review owner and date

Decisions still needed