

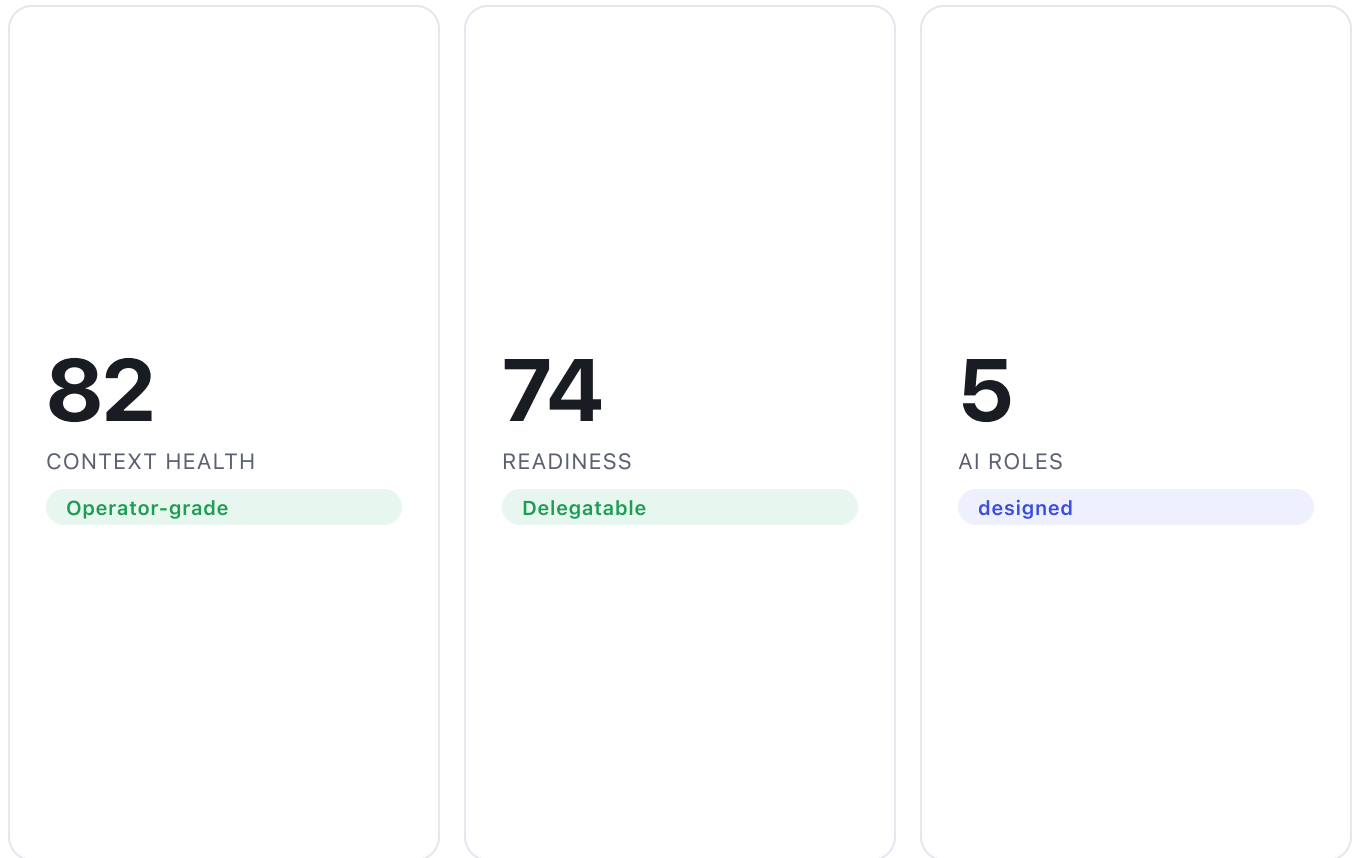
AI-Ready Workspace Blueprint

One source of truth for your project — and the AI team to run around it.

Prepared for **AI HQ** · a sample of the done-for-you \$49 setup

Project: AI Operator Platform · aioperator.ceo · June 2026

At a glance



Your business is already well-documented and runs on a single source of truth — which is why it scores high on both measures. The opportunity isn't more documentation; it's **turning on AI employees against the context you already have**, and closing three specific gaps.

This blueprint gives you a workspace folder every AI tool can read, five role cards, your two scores, exactly what's missing, and a 30-day plan to activate your team — in that order.

Your single first move: turn on the **Operations Coordinator** for task routing and daily status. It's the highest-leverage, lowest-risk role. Everything else builds from there.

Context Health measures how ready your files are for AI to use. Readiness measures how ready your business is to hand work to AI. Both improve as you close the gaps on page 6.

Your scores

Context Health

82 / 100 · Operator-grade



How ready your files are for AI to use. Strong: decisions, voice, and rules are documented. **Next action:** refresh your live "what's active" view and finish the tool adapter files.

Readiness

74 / 100 · Delegatable



How ready your business is to hand work to AI. Strong documentation, a real system of record, and clear permissions — most work is delegatable with light review. **Next action:** write your delegation boundaries and add an output quality check.

Trust levels used in this blueprint

Review-only	Reads your files and recommends — doesn't draft or act. Good starting point for new roles.
Draft-first	Prepares work for your approval before anything is sent or saved. The right default for most roles.
Can act	Executes inside defined limits — you've approved the pattern in advance and it's proven reliable.

Your AI org chart



Start with **Operations Coordinator** — it's the only role ready to run today. The other four are fully designed and activate in order as you build your approval rules and close the three gaps on the next page. Full role cards with ownership, triggers, and boundaries are on page 5.

Your AI team

Operations Coordinator

Draft-first

Ready to run

Owns: routing incoming tasks, keeping the queue honest, daily status, logging what was done.

Reads: project overview, goals, active projects, workflows.

Produces: triaged tasks, a daily status summary, an activity log.

Trigger: a new task lands · daily standup.

Asks you first for: anything touching pricing, shipping code, or deleting records.

Content Producer

Draft-first

Needs setup

Owns: drafting content, calendar, brand voice.

Reads: brand voice, goals, content plan.

Produces: drafts for approval, calendar updates.

Asks you first for: anything published; any positioning change.

Growth Rep

Draft-first

Needs setup

Owns: lead follow-up drafts, funnel nudges, high-intent flags.

Reads: leads, goals, funnel map.

Produces: drafted outreach, prioritized lead list.

Asks you first for: anything sent; any discount or pricing change.

Project Manager

Review-only

Needs setup

Owns: backlog hygiene, surfacing next actions, weekly planning notes.

Reads: goals, decisions, active projects, task boards.

Produces: top priorities, next-action lists, scope summaries.

Asks you first for: any roadmap or scope decision.

Bookkeeper

Review-only

Needs setup

Owns: organizing receipts/invoices, monthly close draft, anomaly flags.

Reads: finance logs, approval rules, tools access.

Produces: draft close, anomaly flags, organized finance notes.

Asks you first for: all financial actions — nothing moves without you.

What's missing

1. No live "what's active" view

Your current-work view is stale, so AI can't see what's current and may work on the wrong thing. This blocks the Operations Coordinator from prioritizing accurately — it needs to know what's actually in motion.

Fix: one current-projects file, refreshed weekly. 30 minutes to set up; 10 minutes a week to keep current.

Affects: Context Health (Freshness signal) · Operations Coordinator accuracy

2. Delegation boundaries aren't written down

Without explicit stop/ask rules, it isn't safe to let AI act unattended. Every role needs to know what's automatic vs. what needs you before it moves from Draft-first to Can act. Right now those rules live in your head, not in a file AI can read.

Fix: write your approval rules — what's automatic, what always needs your sign-off, and what the trigger is. One afternoon to write; reusable across all five roles.

Affects: Readiness score · blocks all role transitions from Draft-first to Can act

3. No quality check for AI output

There's no consistent "is this good enough" standard, so review takes longer than it should. Without a checklist, every piece of AI work requires full re-reading to trust it — which defeats the purpose of delegating.

Fix: a short checklist AI runs before handing work back — what it looked at, what it inferred vs. extracted, and what still needs your eye. Makes approval fast and consistent.

Affects: approval speed and reviewer confidence across all five roles

Your 30-day setup guide

Week 1 Turn on the **Operations Coordinator** for task routing and daily status. Point it at your goals, active projects, and workflows. Approve its output for a few days before loosening review — you're setting the quality bar it will repeat.

By end of week: Ops Coordinator routing tasks and posting daily status.

Week 2 Write your **approval rules** — what's automatic vs. needs you, with triggers written out. Refresh your **active-projects** view so it's the live source of truth. These two changes unblock every other role on this team.

By end of week: Approval rules written; active-projects view live and current.

Week 3 Turn on the **Content Producer** and **Growth Rep** in Draft-first. All public-facing output routes to your approval — you review, not produce. Add the **Project Manager** in Review-only to keep the backlog honest.

By end of week: Three roles active; all public output in your approval queue.

Week 4 Add your **quality checklist**. Review the month's activity. Pick one role that's consistently nailing it and consider moving it from Draft-first to Can act for the patterns you've already approved a dozen times.

By end of week: Quality standard set; one role trusted to act independently.

Keep it current: a quick weekly check of what your AI did + a monthly refresh of your workspace files keeps everything running accurately — no ongoing overhead.

Next steps

- 1 Skim this blueprint and confirm the project profile looks right.**

The org chart and role cards are built from your intake. If anything's off — wrong role, missing department, wrong trust level — just say what and it takes minutes to adjust.
- 2 Open START HERE in your Workspace folder.**

It explains every file in plain English and shows you how to point Claude, Cursor, or ChatGPT at the folder so your AI tools already know your project before you say a word.
- 3 Turn on the Operations Coordinator (Week 1).**

Load your workspace files into your AI tool, paste the Operations Coordinator card, and ask it to triage your task queue. Watch it work from context it already has.
- 4 Close the three gaps in What's Missing, in order.**

Each one has a fix. Close them week by week alongside the 30-day guide — don't try to do all three at once. Gap 2 (approval rules) unblocks the most.
- 5 Stay in Draft-first for the first week.**

Approve, don't auto-run. A few days of reviewing output trains the standard — what good looks like, what always needs you. It makes everything after this faster.

Questions or want something adjusted? Just reply. And if this isn't useful, you get a full refund — no questions asked.