FIRST AGENT DOSSIER

Document, frame and prepare the deployment of your first agent

LEVEL	Project
DURATION	1 - 2 days
USE	Framing / deployment
TRACK	Toolkit

OBJECTIVE

Gather in a single document everything that frames an agent before launch: **identity, purpose, scope, data, risks, validation**. A well-framed agent is a governable agent.

1 IDENTITY OF THE AGENTIC PROJECT

AGENT NAME

ASSOCIATED PROJECT / BUSINESS UNIT

PROJECT OWNER

TEAM INVOLVED

DOSSIER CREATION DATE

DOSSIER VERSION

2 PURPOSE & OBJECTIVES OF THE AGENT

PRIMARY PURPOSE

What is the fundamental goal of this agent?

OPERATIONAL OBJECTIVES

What must the agent concretely accomplish?

3 USERS & STAKEHOLDERS

END USERS

Who will interact with the agent?

KEY STAKEHOLDERS

Who must be involved or informed?

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4 SCOPE & FUNCTIONALITIES

INCLUDED FUNCTIONALITIES

What the agent will do.

EXCLUDED FUNCTIONALITIES

What the agent will not do.

SCOPE LIMITS

5 DATA & RESOURCES

REQUIRED DATA

SOURCES & ACCESS

DATA CONSTRAINTS (GDPR, SOVEREIGNTY…)

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6 ARCHITECTURE & ENVISAGED TOOLS

MAIN COMPONENTS

TOOLS & TECHNOLOGIES

INTEGRATIONS & INTERFACES

7 DEPLOYMENT PLAN

STEP	DESCRIPTION	OWNER	STATUS
Preparation			
Development			
Testing & validation			
Pilot deployment			
Full deployment			
Monitoring & optimization			

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8 RISKS & MITIGATIONS

IDENTIFIED RISK	IMPACT	PROB.	MITIGATION PLAN	OWNER

Impact: Low / Moderate / High / Critical · Probability: 1 (low) to 5 (high)

9 TESTING & VALIDATION

TYPES OF TESTS PLANNED

- [ ] Functional & integration
- [ ] Security & performance
- [ ] User acceptance testing (UAT)

ACCEPTANCE CRITERIA

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10 OVERSIGHT & IMPROVEMENT PLAN

OVERSIGHT

TRACKING METRICS

CONTINUOUS IMPROVEMENT

REVIEW FREQUENCY

11 VALIDATION & APPROVAL

ROLE	NAME & FUNCTION	DATE	SIGN-OFF
Drafted by			
Project owner			
AI lead (DDAO)			
Compliance lead (DPO)			
Sponsor / decision-maker			

DECISION FOR DEPLOYMENT

☐ Approved ☐ Approved with reservations ☐ Rejected

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12 → NEXT STEPS

ACTION	OWNER	DEADLINE	PRIORITY

● Low priority ● Medium priority ● High priority

✓ FINAL CHECKLIST BEFORE DEPLOYMENT

- ✓ Objectives & scope clear · users & stakeholders identified
- ✓ Data & risks assessed · tests planned · acceptance criteria defined
- ✓ Oversight in place · approval obtained · decision documented

And next: supervise continuously with **ACF-06**, keep **ACF-07 · Kill Switch** close at hand, and document every decision in **ACF-09 · Decision Register**.

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