Make ownership explicit before handoff

What you will make

A practical handoff register that exposes unresolved ownership, access and operating responsibilities before deployment.

What you need

Use an approved AI chat and a document. The output is a preparation checklist. It grants no access and creates no contractual approval.

Follow this route

1. Describe one workflow and its permitted output.

2. Assign the runtime, credentials, source data and future maintenance to accountable owners.

3. Set acceptance tests, an incident route and a tested stop mechanism.

4. Record export and exit steps. Keep unresolved choices open for the client and delivery owner.

This is a dated companion to the original session. The teaching method is preserved; the setup instructions and checks are expanded.

Copy the prompt, then inspect the result

Where it goes

Paste the green block into a new approved chat. Keep this guide open separately. Do not upload the full guide for an independent test.

COPY AND PASTE / EXACT PROMPT

Create a handoff register for this fictional draft-only support assistant. S1: the client owns the help-center articles. S2: the supplier built a prototype in its own account. S3: a client support lead reviews drafts. S4: no production credentials, retention terms, maintenance owner or export test are confirmed. The assistant must never send replies or change customer records. Return rows for scope, runtime, credentials, data rights, approvals, evaluation, monitoring, maintenance, incident response and exit. Columns: current evidence, accountable owner, missing decision, acceptance evidence. Mark unassigned owners and unknown terms explicitly. Recommend the next three decisions. Do not invent an agreement, deploy the prototype or request secrets.

If the response goes wrong

If the AI fills missing terms with assumptions, ask it to separate Proposed from Agreed and cite S1-S4 for every established fact.

These are teaching prompts, not recorded live-test results. The supplied examples use fictional data. Account permissions and behavior require separate verification.

Check the result before using it

Expected evidence

1. Supplier prototype access is not treated as the client's production ownership.

2. The register exposes missing retention, maintenance and exit evidence.

3. Sending replies remains outside scope. Launch stays pending agreed ownership and acceptance.

A prototype can produce a good draft while lacking an owner for failed runs. Acceptance must include who notices failure and what they do.

Record your own result

Runtime owner / account / environment

Credential owner / scoped permission

Allowed data / retention / deletion owner

Reviewer / action approval / test evidence

Failure contact / pause and recovery route

Export format / exit owner / recovery test

Use the register in the delivery conversation. Confirm commercial and contractual terms with the accountable people before approving deployment.

Read the original session Field Notes and source references