SMALL BUSINESS BIG AI

OPERATOR WORKSHEET

The AI Team Leadership Brief

Lead AI like a team, not a tool. Fill this out before you delegate any real task — it walks the IMPACT Framework field by field.

Five minutes here saves an hour of re-prompting — and a week of cleaning up a mistake that shipped.

I · Identify **Business goal** — the real outcome you want, in business terms

M · Mode **AI role & posture** — who the AI should be and how it should approach the work

P · Parameters **Constraints** — rules, limits, risks, standards, what to avoid

A · Activate **Context**

A · Activate **Source material**

C · Check **Verification checks** — accuracy, assumptions, gaps, legal / financial / brand risk

T · Transform **Final output format** — the exact format, channel, and finish the business needs

Accountability **Human approval required?**

☐ Yes ☐ No Approver / sign-off:

NEVER FULLY DELEGATE

Final business judgment · ethical decisions · sensitive client relationships · legal, financial, or compliance decisions without expert review · brand-defining communication without human approval. **AI drafts. You decide.**