

AI workflow design ideas with clear boundaries

Choose bounded workflows that staff can inspect, correct and stop.

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Start with a task that has a clear input, a useful output and a person who can judge the result. Prefer a bounded workflow over a broad instruction to automate a department. The ideas below are design options, not claims about savings.

Internal knowledge assistant

Retrieve from approved documents and show supporting passages. Apply the user's document permissions before retrieval. Provide an explicit answer when the evidence is missing. Test old documents, contradictory guidance and attempts to expose restricted material. Keep document ownership and updates in the operating plan.

Document intake assistant

Extract candidate fields from incoming documents. Show the original text beside each field so a reviewer can inspect it. Route uncertain or incomplete records to a person. Keep changes reversible until approval. Ask the agency how the workflow handles duplicate submissions and malicious content.

Support draft assistant

Prepare a draft reply from approved policy and the permitted customer context. Let staff approve the message before it is sent. Keep a record of the source material and edits. Separate the right to draft from the right to issue refunds or change an account.

Sales handover assistant

Summarise approved meeting notes into a draft handover. Ask the account owner to confirm commitments and dates. Do not infer consent, pricing authority or promises from a generated summary.

For any design, write down the fallback when the model is unavailable or wrong. Use the NIST framework to review context and risks. Use the NCSC guidance to inspect system boundaries and permissions. Build acceptance cases around business failures, not only pleasant examples. A useful pilot can end with a decision to keep the task manual.

Sources

- [NIST, AI Risk Management Framework](#). Public page fetched 2026-10-29.

- [NCSC, Guidelines for secure AI system development](#). Public page fetched 2026-10-29.

Frequently asked questions

Is this a supplier recommendation?

No. Use this guide to prepare a brief and check the supplier evidence yourself.