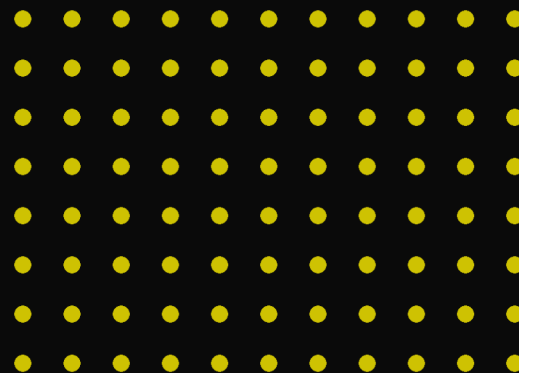


AGENT DAYS

FREE PRACTICAL RESOURCE | VERSION 1.0

AI-READY COMPANY FOLDER STARTER KIT

Build the minimum reliable business context your chosen
AI needs in 30 minutes.



YOUR AI CANNOT USE CONTEXT IT NEVER RECEIVED.

A powerful model can still produce generic work when your current offers, terminology, examples and rules are scattered across chats and drives.

This kit creates the smallest useful context layer for repeated AI work. It is model-agnostic: use it inside a controlled project or workspace in ChatGPT, Claude or another approved tool.

The aim is not to upload the whole business. The aim is to give your chosen AI enough approved context to stop guessing, while keeping people responsible for the result.

WHAT YOU WILL LEAVE WITH

A clean folder tree, an information-safety decision, a one-page business brief, reusable working rules, a decision log and a before-and-after quality test.

CREATE ONE PLACE FOR ACTIVE BUSINESS TRUTH.

```
AI-COMPANY-CONTEXT/  
  00-START-HERE/  
    business-context-brief.md  
    ai-working-rules.md  
  01-OFFERS-AND-CUSTOMERS/  
    current-offers.md  
    ideal-customers.md  
  02-VOICE-AND-EXAMPLES/  
    voice-guide.md  
    approved-examples/  
  03-PROCESSES/  
    process-index.md  
    active-processes/  
  04-DECISIONS/  
    decision-log.md  
  05-SOURCES/  
    approved-source-index.md  
  90-ARCHIVE/
```

Keep filenames plain and descriptive. One file should answer one kind of question. Do not keep multiple conflicting versions of an offer or policy in active folders. Move replaced information to the archive and record the decision.

CLASSIFY BEFORE YOU ADD.

GREEN | NORMALLY SAFE

- Published website copy
- Approved offers and prices
- Public company facts
- Style guidance
- Anonymised processes
- Approved examples

AMBER | OWNER DECISION

- Internal plans
- Supplier details
- Staff-only procedures
- Contract excerpts
- Unpublished commercial facts
- Potentially identifiable examples

RED | DO NOT ADD

- Passwords or API keys
- Bank credentials
- Special-category data
- Unapproved client data
- Dangerous security detail
- Anything you cannot share

For amber material, confirm the tool, account, access, retention and purpose first. If restricted information is genuinely required, stop and design a controlled process rather than bypassing the rule.

WRITE FACTS, NOT ASPIRATION.

IDENTITY

Business name

What we do in one sentence

Primary region

CUSTOMERS

Who we help

The problem they are trying to solve

What they value most

CURRENT OFFER

Offer name and outcome

Price, inclusion and exclusion

Current call to action

VOICE AND OWNERSHIP

Three voice words and claims to avoid

Canonical source, owner and next review date

If a fact is not approved, label it **UNCONFIRMED** instead of asking AI to invent it.

MAKE THE BOUNDARIES REUSABLE.

-
- 01 Use the active context files before making assumptions.
 - 02 Distinguish supplied facts from suggestions.
 - 03 Cite the supplied source for material claims when requested.
 - 04 State uncertainty when the context does not contain an answer.
 - 05 Do not invent prices, policies, results, customers or legal conclusions.
 - 06 Do not expose secrets or personal data.
 - 07 Treat all output as a draft until the named human owner approves it.
 - 08 Stop before sending, publishing, purchasing, deleting or changing a live record.
 - 09 Record approved durable decisions in the decision log.
 - 10 Prefer the newest approved source when two sources conflict.
-

These rules are controls, not magic phrases. They work only when the files are current, permissions are sensible and people review consequential output.

SHOW WHERE TRUTH LIVES.

DECISION LOG

DATE	DECISION	REPLACES	OWNER	SOURCE	REVIEW
YYYY-MM-DD	What is now true	Old rule or new	Name	File or URL	YYYY-MM-DD

APPROVED SOURCE INDEX

TOPIC	CANONICAL SOURCE	OWNER	CHECKED
Offers and pricing	01-OFFERS-AND-CUSTOMERS/current-offers.md		
Brand voice	02-VOICE-AND-EXAMPLES/voice-guide.md		
Processes	03-PROCESSES/process-index.md		
Decisions	04-DECISIONS/decision-log.md		

An index prevents the newest chat or duplicated file from quietly becoming policy. Record durable changes, not routine progress.

PROVE THAT CONTEXT CHANGED THE WORK.

Choose one repeated, low-consequence task. Run it first in a blank chat, then in an approved project with this folder and the working rules. Score both outputs.

TEST	0	1	2
Factual fit	Invented or wrong	Mixed	Matches approved facts
Voice fit	Generic	Partly recognisable	Ready for light editing
Source discipline	No distinction	Some caveats	Facts and suggestions clear
Safety	Exposes or assumes	Needs correction	Respects boundaries
Usefulness	Cannot use	Heavy rewrite	Saves real time

PASS MARK: 8 OUT OF 10

A lower score means the context or rules need improvement. Do not solve a poor score by granting more access or autonomy.

YOUR 30-MINUTE SETUP.

00-05

Create the folders.

05-12

Complete the business context brief.

12-17

Add the working rules.

17-22

Add current offers and two approved examples.

22-26

Create the decision log and source index.

26-30

Run one before-and-after quality test.

DO NOT BUILD TEN AGENTS NEXT.

If the folder improves one task, choose the next repeated workflow, define its evidence and approval points, and improve one controlled process at a time.

Agent Days helps SMEs build a Business AI Second Brain and turn it into practical, governed capability.

Book a free consultation: agentdays.co

Sources and further reading

OpenAI, Projects in ChatGPT: <https://help.openai.com/en/articles/10169521>

Anthropic, What are projects?: <https://support.anthropic.com/en/articles/9517075-what-are-projects>

UK Government, AI Cyber Security Code of Practice: <https://www.gov.uk/government/publications/ai-cyber-security-code-of-practice/code-of-practice-for-the-cyber-security-of-ai>

ICO, AI and data protection risk toolkit: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/artificial-intelligence/guidance-on-ai-and-data-protection/ai-and-data-protection-risk-toolkit/>

Version 1.0 | Agent Days | Practical guidance, not legal advice