

A small AI workflow toolkit

Use the parts that fit your task; start with the simplest workable approach.

Choose the kind of work

Use an existing app

Check whether approved features already meet the need. Configure instructions, source access and review. Test with representative examples before adding integrations.

Connect a workflow

If information must move between tools, define fields, permissions, validation and recovery. Start with read-only access or draft outputs where practical.

Build an application

Specify user behavior, data boundaries, tests and support responsibilities. Validate structured outputs and handle missing or invalid results.

Train or adapt a model only if justified

Do not treat training as a default project phase. First test whether better inputs, retrieval, configuration or an existing capability addresses the problem.

Revised 23 October 2026. Planning and learning material; adapt it to your task and applicable requirements. Current lessons and technical references: empirenexuslabs.com/learn-ai-foundations.html

Use a reviewable test record

Define the task. Supply context. Try it. Check it. Improve it.

Test case

Input and source: ____

Expected behavior: ____

Actual result: ____

Errors or missing facts: ____

Correction effort: ____

Coverage

Include ordinary work, missing information, conflicting sources and an unexpected instruction in a retrieved document. Confirm that untrusted content cannot grant new permissions.

Ready for limited use

A named reviewer, understandable errors, appropriately limited access, a recovery path and documented expectations are in place.

Next experiment

Change one important part of the brief or workflow, rerun relevant cases and compare. Keep the evidence behind the decision.

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