

## HQ FIELD GUIDE

# Turn shared AI work into a real deliverable.

Publish the report, dashboard, deck, decision page, app, or client portal without losing the sources, feedback, ownership, access, and project history behind it.

Publish the report, dashboard, deck, decision page, app, or client portal without losing the sources, feedback, ownership, access, and project history behind it.

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- 01 For client service and operations teams
  - 02 Faster delivery of useful, reviewable outputs that remain connected to the company project behind them.
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## THE CURRENT COST

# The AI work is useful. The handoff is not finished.

A strong answer, analysis, prototype, or deck draft still has to become something a customer, leader, or teammate can open, trust, and continue using.

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- 01 Delivery requires a rebuild: Teams copy AI output into a separate tool, recreate the design, and manually reconnect sources and decisions.
  - 02 The artifact loses its history: Reviewers see the final page or deck without the evidence, feedback, and reasoning behind it.
  - 03 The next version starts over: Once delivered, ownership and update context split between the published asset and the original project.
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## THE HQ WORKFLOW

# Publish from the project, not from a copied result.

HQ keeps creation, collaboration, review, access, publishing, and iteration connected so the deliverable remains part of the company workflow.

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- 01 Build in shared project context: Keep the source material, decisions, drafts, feedback, and open questions where people and agents can contribute together.
  - 02 Choose the useful surface: Turn the work into the report, dashboard, portal, deck, app, or page the audience actually needs.
  - 03 Publish with access and continuity: Share the artifact at the right boundary and preserve the source, owner, and next iteration inside HQ.
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## PROOF AND EXAMPLE

# The proof is an artifact someone can open and act on.

The published output should be useful to its audience and still traceable to the shared project system that produced it.

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| 01 | Decision page: A concise, accessible surface that connects the recommendation to its evidence and owner. |
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| 02 | Client portal: A controlled place for reports, dashboards, resources, and the next delivery cycle. |
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| 03 | Working app or dashboard: An interactive output built from shared context instead of an isolated prototype. |
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Examples are anonymized. Named customer claims and proprietary artifacts require recorded approval before public reuse.

START SMALL

# Publish one artifact with its project still attached.

Choose a useful piece of existing work, make it accessible to the intended audience, and preserve who owns the next version.

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- 01 Select one shared project with a clear audience and output
  - 02 Publish it as a page, report, dashboard, app, or portal
  - 03 Confirm access, source ownership, and the next iteration path
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TRY HQ

# Do not leave useful work trapped in the conversation.

Start with one shared project and publish the page, portal, app, report, or dashboard someone can actually use.

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- 01 Reduce the gap between creation and delivery
  - 02 Preserve sources, ownership, and iteration context
  - 03 Give each audience the right surface and access
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## Start free with HQ

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