

HQ FIELD GUIDE

Give every teammate and agent the same company memory.

Turn approved strategy, product, customer, market, and operating context into one company-owned source that follows the work across people, agents, projects, and AI tools.

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01 For operations and knowledge leaders

02 Faster, more consistent decisions with less time spent finding and rebriefing company context.

THE CURRENT COST

Your company knows more than its AI can find.

The knowledge exists, but it is scattered across systems and people. Every new task begins with another search, another explanation, and another version of the truth.

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- 01 Context lives in fragments: Strategy sits in one deck, customer truth in calls, decisions in Slack, and operating detail in individual heads.
 - 02 Each person briefs AI differently: The same question produces different answers because everyone starts from a different slice of the company.
 - 03 Useful learning disappears: A correction made in one chat does not update the source the next teammate or agent uses.
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THE HQ WORKFLOW

Build the source once. Let the company work from it together.

HQ connects canonical sources to the people, agents, skills, and projects that need them, while keeping ownership and access at the company level.

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- 01 Choose canonical sources: Start with five trusted documents or systems that explain the company, customers, product, and current priorities.
 - 02 Organize and scope the context: Make the material findable, sourced, and available only to the people and agents who should use it.
 - 03 Use it inside real work: Have a second teammate retrieve the same answer, then save corrections back into the shared source.
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PROOF AND EXAMPLE

A company brain is visible in the work it improves.

The proof is practical: shared sources, sourced retrieval, durable decisions, and projects that begin with current company context.

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- 01 Canonical knowledge: Strategy, product, customer, market, and operating context with clear ownership.
 - 02 Sourced retrieval: Teammates can inspect where an answer came from instead of trusting an unexplained summary.
 - 03 Durable decisions: Project history and corrections remain available after the original conversation ends.
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Examples are anonymized. Named customer claims and proprietary artifacts require recorded approval before public reuse.

START SMALL

Prove the brain with one shared answer.

A small, repeatable retrieval test is enough to show that company context now belongs to the company, not one person's chat history.

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- 01 Add five canonical company sources
 - 02 Ask one important question from two teammate accounts
 - 03 Confirm both answers use the same source and save one correction
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TRY HQ

Your company already has a brain. Make it available to the work.

Start with five trusted sources, one useful question, and two teammates working from the same company memory.

- 01 Give new work a current starting point
- 02 Make decisions from shared context
- 03 Preserve institutional knowledge as the team changes



Start free with HQ

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