AGENT JOB DESCRIPTION CANVAS

Write the job first.

Then build the agent.

Give one agent a clear job, the tools it needs and someone accountable for the work.

HOW TO USE IT

01 Pick one job per canvas.

02 Work with the person who does it today.

03 Set clear measures and limits.

04 Read the handover rules aloud.

COMPANY

COMPLETED BY

DATE

Job title

THE ROLE 01

What would you call this role in a job ad?

Purpose

THE ROLE 02

What does the business get? What can staff do instead?

Inputs

03

What arrives, from where and how often?

Tasks

04

List the steps and where a person takes over.

Tools and systems

05

List system access and who approves it.

Decides alone

THE RULES 06

Which decisions can it make? Set hard limits.

Hands over

THE RULES 07

Name the trigger, owner and response time.

Success measures

THE RESULTS 08

Choose three measures. Record today's result and its target.

MEASURE	TODAY	TARGET

Human manager

RESULTS 09

Who reviews the work and can switch it off?

NAME AND ROLE

REVIEW CADENCE AND SAMPLE

We build AI workflows.

We run them, too.

Spark Factory finds, builds and runs AI workflows for growth companies. We take on one workflow at a time, with a result your team can measure.

01

Find.

Find the repeatable job where AI can improve cost, speed or quality.

02

Build.

Build into the tools you use and test against real work. Fixed price, live in four weeks from sign-off.

03

Run.

Monitor, support and improve the workflow while it runs, for one monthly fee.

YOUR NEXT STEP

Bring one workflow.

Show us one job your team repeats. We'll help you choose the first workflow to trial.

Scan to book a call.

www.sparkfactory.ai

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