

Template exhibit • fictional example • not a quote/contract/invoice for payment

PRIORITY-LED ONBOARDING

Improve what already works.

Fictional example business with 20+ employees, improving its existing service-request software.

Illustrative scope decision. The fictional owner or designated client approver agrees the priorities below before delivery starts. This is a teaching example, not an offer.

PRIORITY A

Fix the daily queue.

Keep the current software. Address the agreed friction first.

AGREED PRIORITY

- ✓ Clarify request categories and ownership.
- ✓ Make unassigned requests visible to the team.

PRIORITY B

Make status easier to understand.

Organize the existing request workflow.

AGREED PRIORITY

- ✓ Use consistent status labels and handoff notes.
- ✓ Add a short guide for routine request questions.

Agree capacity together.

Scope and capacity are agreed for each customer, with clear priorities and deliverables. The owner or designated client approver confirms what fits, what comes first and what waits. No universal capacity allowance is implied.

Commercial details: Privately agreed. Prices, rates and capacity quantities are not shown in public exhibit. New features outside these priorities are excluded until separately authorized.

EXHIBIT-PROPOSAL → EXHIBIT-CHANGE → EXHIBIT-SIGNOFF → EXHIBIT-INVOICE

Template exhibit • fictional example • not a quote/contract/invoice for payment

DELIVERY BOUNDARIES

People own the decisions.

Illustrative approved baseline: EXHIBIT-PROPOSAL. Later changes stay visible rather than quietly expanding the work.

Authorized onboarding only.

DECISION / INPUT	OWNER AND BOUNDARY
Priority and acceptance criteria	Owner or designated client approver confirms the agreed scope.
Requirements, source, admin access and documentation	Provided only during authorized onboarding, not through a public form.
Delivery and review	Tensor Garden delivery lead coordinates with the authorized client approver.

Routine help without an unnecessary handoff.

In this fictional example, an employee asks how to update a request status. AI answers from the agreed user guide, so a person does not need to repeat the routine explanation. This illustrates less human support effort, not a measured customer result. AI requests may still consume capacity or incur privately agreed charges; they are not always free.

Flag, pause, resolve. AI flags scope or cost drift. People review it with the authorized client approver. All additional charges must be approved BEFORE added work begins. AI never authorizes scope, spending or acceptance.

DOCUMENTATION / HANDOVER INDEX

- ✓ Priority register and acceptance checklist.
- ✓ Request workflow guide and routine-question guide.
- ✓ Change decision log, review notes and handover summary.

Continue the example. A request for a new weekly workload summary sits outside the agreed priorities. EXHIBIT-CHANGE shows the pause and a fictional approval before that work begins.

EXHIBIT-PROPOSAL → EXHIBIT-CHANGE → EXHIBIT-SIGNOFF → EXHIBIT-INVOICE