



Suhas Bhairav

AI Chief of Staff Executive Dashboard Guide

A practical executive dashboard for CEO updates

Automate multi-department updates into a clean,
CEO-ready report with guardrails.

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suhasbhairav.com

Automatable Updates & Review

Set up a repeatable AI workflow that collects department updates, formats a CEO-ready report, and preserves human oversight for decisions.

Key move Pilot with two departments; validate before scaling.

PRACTICAL CHECKLIST

- 01** Automate collection from sources (emails, PM tools, forms) into a standard ingestion channel.
- 02** Standardize updates into a single template per department.
- 03** Use AI to summarize updates while preserving key decisions.
- 04** Keep human review for high-impact items and strategic decisions.
- 05** Define data privacy, access controls, and retention rules.
- 06** Choose tools: ingestion (Zapier/Make), storage (DB or vector), LLMs.
- 07** Use agentic workflows to draft updates from AI agents (Claude/ChatGPT).

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Executive Reports for CEO

The CEO-facing report combines department updates into a concise narrative with risks, decisions, and milestones.

Key move Maintain human-in-the-loop for decisions; AI drafts, humans approve.

PRACTICAL CHECKLIST

- 01** Provide a one-paragraph summary per department focusing on top 3 updates.
- 02** List current risks with likelihood, impact, and mitigations.
- 03** Highlight decisions needed from CEO and owners.
- 04** Show progress toward quarterly milestones and any slippage.
- 05** Flag critical blockers and ETA for resolution.
- 06** Include resource implications (budget, headcount) if applicable.
- 07** Provide a 1-2 sentence CEO-facing conclusion.

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Adoption Plan & Governance

Plan a weekly, low-friction rollout with clear ownership, approvals, and metrics. Start with a small pilot to learn constraints.

Key move Ensure data lineage and audit trails; version control is required.

PRACTICAL CHECKLIST

- 01** Week one: define pilot departments, data sources, owners, and success metrics.
- 02** Week two: implement a standardized report template and automated ingestion.
- 03** Week three: run end-to-end drafting with human review at decision points.
- 04** Week four: collect feedback, adjust templates, tighten guardrails and approvals.
- 05** Assign ownership: CEO Office, Strategy Lead, Data Steward, and Department Heads.
- 06** Define approvals: what needs CEO sign-off before distribution.
- 07** Metrics: cycle time, accuracy, user satisfaction, and adoption rate.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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