



Suhas Bhairav

# AI Decision Memo Builder

**A practical template to structure AI-driven  
leadership decisions.**

Equips leaders to frame decisions, evaluate options,  
and act with guardrails.

**Suhas Bhairav**

[suhasbhairav.com](https://suhasbhairav.com)

# Memo Architecture for Leaders

AI-driven decision memos standardize leadership choices. This page explains architecture, automation boundaries, human review points, and success metrics.

**Key move** Executive sign-off required before advancing to implementation.

## PRACTICAL CHECKLIST

- 01** Context and objective: define decision purpose and time horizon.
- 02** Options: enumerate viable AI and non-AI approaches.
- 03** Evidence: collect data, metrics, and sources.
- 04** Assumptions and tradeoffs: document beliefs and compromises.
- 05** Recommendation, dissent, and next steps: propose action with open feedback.
- 06** Review and approvals: assign owners and timelines.

### Suhas Bhairav AI Resource

Equips leaders to frame decisions, evaluate options, and act with guardrails.

# Automating Memo Artifacts

Automations reduce manual drafting and data gathering, but human judgment remains essential for interpretation and policy alignment. This page shows what to automate and what must stay in human review.

**Key move** Auditable memo versions with change history are essential.

## PRACTICAL CHECKLIST

- 01** Automate memo drafting: use AI agents to populate sections from inputs via templates.
- 02** Automate data pulls for metrics from CRM, ERP, BI tools.
- 03** Automate scoring of options by predefined criteria and weightings.
- 04** Automate risk indicators: regulatory, privacy, operational, and financial signals.
- 05** Keep human in the loop for interpretation of results and ethical checks.
- 06** Maintain human review on data quality, bias, and policy alignment.
- 07** Require explicit approvals for changes in scope, budget, or risk level.

### Suhas Bhairav AI Resource

Equips leaders to frame decisions, evaluate options, and act with guardrails.

# Weekly Adoption Plan

Implement a practical, incremental pilot of AI decision memos within leadership workflows. It defines data/tools, roles, guards, and success metrics.

**Key move** Start with one high-impact decision to scope the pilot.

## PRACTICAL CHECKLIST

- 01** Week 1: finalize memo template, data sources, and owner responsibilities.
- 02** Week 2: pilot automated draft for one strategic decision; collect feedback.
- 03** Week 3: connect data feeds; enable automated evidence and metrics in the memo.
- 04** Week 4: add risk indicators and scoring to option comparisons.
- 05** Week 5: introduce dissent capture and explicit approvals in the flow.
- 06** Week 6: broaden pilot to two more decisions; track time, quality, and decisions made.
- 07** Week 7: formalize governance, guardrails, ownership, and continuous improvement loop.

### Suhas Bhairav AI Resource

Equips leaders to frame decisions, evaluate options, and act with guardrails.

## 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

### WEBSITE

**[suhasbhairav.com](https://suhasbhairav.com)**

### EMAIL

**[suhasbhairav@gmail.com](mailto:suhasbhairav@gmail.com)**