



Suhas Bhairav

AI Product Requirement Document PRD Template

Turn raw notes into structured PRDs with AI.

Transforms messy brainstorm transcripts into actionable PRDs with confidence.

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suhasbhairav.com

Stage 1: Gather & Normalize

Capture raw feature notes and transcripts. Normalize formats (bullets, quotes, timestamps) into a consistent input schema.

Key move Lock input schemas early to avoid downstream rework.

PRACTICAL CHECKLIST

- 01** Collect source notes from meeting transcripts, emails, or tickets.
- 02** Apply consistent labels to features, hypotheses, and constraints.
- 03** Run basic text cleanup: remove duplicates, fix typos, standardize capitalization.
- 04** Tag data with context: user role, platform, date, and priority.
- 05** Ensure access to raw data lineage for audit.
- 06** Define privacy boundaries and remove sensitive data.
- 07** Decide AI tool and data storage approach.

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Stage 2: Template & Rules

Define the PRD skeleton and mapping rules. AI fills sections from prepared inputs and suggests missing fields.

Key move Automate export to a stable PRD artifact.

PRACTICAL CHECKLIST

- 01** Define a fixed PRD template with sections and field prompts.
- 02** Create mapping rules: feature notes map to Goals, Scope, Metrics.
- 03** Configure AI prompts to extract acceptance criteria and success metrics.
- 04** Set quality gates: ensure completeness before export.
- 05** Preserve human review for prioritization and risk flags.
- 06** Implement versioning and change tracking on PRD exports.
- 07** Store PRDs in a shared PM workspace with access controls.

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Stage 3: Deploy & Govern

Plan a lightweight rollout with weekly sprints. Define ownership, approvals, and metrics to gauge impact.

Key move Keep the PRD live, with monthly reviews.

PRACTICAL CHECKLIST

- 01** Weekly adoption plan: pilot one department, then scale.
- 02** Assign a PRD owner and a sign-off authority.
- 03** Require human review on goals, scope, and success metrics.
- 04** Measure time-to-PRD, completeness, and early defect rate.
- 05** Risks: misinterpretation, data drift, or biased prompts.
- 06** Guardrails: banned data types, hallucination checks, and rollback.
- 07** Governance: versioned PRDs, audit trails, and access controls.

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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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