

# Deployment Guide

*Deploy an AI Chief of Staff in 30 minutes.*

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Eight pages. Read straight through, then deploy.

## SECTION 1

# What is in this kit

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This kit is the starter version of Foundation OS, the agent layer of a five-layer operating system. You get a working Chief of Staff prompt, five user prompts you can run against it, and this guide. Nothing else is required. The kit runs on any modern model: Claude, ChatGPT, Gemini, or any other model that supports a system prompt or a project instruction.

## CONTENTS

<b>chief-of-staff-system-prompt.md</b>	The system prompt. Paste into the host model.
<b>starter-prompts/</b>	Five ready-to-run user prompts.
<b>deployment-guide.pdf</b>	This document.
<b>next-steps.md</b>	How to upgrade to the full Foundation OS.

## TIME REQUIRED

About 30 minutes from download to the first usable response. Most of that is configuring the model. The kit itself is paste and go.

## SECTION 2

# 30-minute install

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### Step 1. Pick your host model.

Open the model you want to run the Chief of Staff on. Claude Projects, a ChatGPT Custom GPT, a Gemini Gem, or any equivalent. Create a new container so the system prompt has a permanent home. Time: about 5 minutes.

### Step 2. Paste the system prompt.

Open `chief-of-staff-system-prompt.md` from the kit. Copy the entire file. Paste it into the system prompt field of the container you created in Step 1. Save. Time: about 5 minutes.

### Step 3. Run a starter prompt.

Open any file inside `starter-prompts/`. Copy the prompt. Paste it into a new conversation with the Chief of Staff. Replace the bracketed placeholders with your own context. Send. Read the response. Iterate. Time: about 20 minutes for the first session.

# How Foundation OS is structured

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Foundation OS has five layers. The free kit gives you the bottom layer (Agent) in a working but minimal form. The full Foundation OS adds the other four. Each layer makes the layer below it more useful.

## V. Chief of Staff Agent

The interface. Holds context, runs prompts, produces structured outputs.

## IV. Agent Management

Patterns for adding specialist agents on top of the Chief of Staff.

## III. Planning

Quarterly goal, weekly priorities, daily focus. Linked to outcomes.

## II. Knowledge

Structured knowledge about your business and your domain.

## I. Memory

Persistent memory across sessions. Identity, working context, episodic notes.

The free kit lives at layer five only. You can use it well without the other layers, but you will hit the ceiling fast. The full Foundation OS unlocks the rest.

# Memory architecture overview

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The Chief of Staff in the free kit holds memory inside a single conversation or project. The full Foundation OS adds a structured, persistent memory across sessions. Either way, the architecture is the same. Three tiers.

## **Tier 1. Identity**

Who the operator is. Role, business, time zone, working hours. Quarterly goal. The week's top three priorities. Direct reports and key relationships. Changes once a quarter.

## **Tier 2. Working Context**

What the operator is working on this week. Open decisions. The next three days of calendar. Anything flagged as load-bearing for the current week. Changes daily.

## **Tier 3. Episodic Notes**

Specific conversations, commitments, data points. Tagged with date and topic. Surfaced only when the current question would benefit. Pruned every quarter unless marked permanent.

Inside the free kit, you reset Tier 1 and Tier 2 at the start of each working session by pasting a context block. The full Foundation OS removes that step.

# Goal management pattern

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Goals live at three horizons. The Chief of Staff reconciles every new request against all three. The pattern matters more than the specific tool you use to track it.

## Quarterly goal

One sentence. Measurable outcome. Has a deadline. Reviewed weekly.

## Weekly priorities

Three items. Each one moves the quarterly goal forward. Reset on a fixed day each week.

## Daily focus

One item. The thing that, if completed, makes the day a win. Pulled from the weekly priorities.

When a new request lands, the Chief of Staff asks one question: which of the three weekly priorities does this serve. If the answer is none, the request is named as off-priority and the operator decides whether to swap a priority or defer.

# Decision authority guardrails

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An agent without clear authority bounds will either overstep or underperform. The Chief of Staff in this kit operates under three explicit bands.

## **Authority. Act without asking.**

Triage incoming work. Propose drafts. Restate goals. Maintain its own memory of the operator's context. Suggest reframings of the operator's question.

## **Escalate. Ask before acting.**

Anything that commits the operator's time, money, or reputation to a third party. Changes to stated goals, weekly priorities, or calendar commitments. Anything affecting the operator's named relationships.

## **Refuse. Will not do.**

Send messages on behalf of the operator without the operator seeing the final text. Make financial commitments. Make categorical claims about people the operator has not described in detail.

When in doubt, the Chief of Staff asks. The cost of asking is low. The cost of acting outside authority is high.

## SECTION 7

# Next steps

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Once the kit is deployed, the natural next move is the full Foundation OS. It adds the four layers the free kit does not have: persistent memory, a structured knowledge base, planning templates, and agent management patterns.

## FULL FOUNDATION OS

**\$497, once.**

- i. Persistent memory architecture with write rules and pruning rules
- i. Knowledge base structure for your business and your domain
- i. Quarterly, weekly, daily planning templates linked to your goals
- i. Agent management patterns for when you add specialist agents
- i. Onboarding walkthrough so the Chief of Staff learns your business
- i. Updates for one year as the OS evolves

## WHERE TO GO NEXT

[atriumagency.io/blueprints/](https://atriumagency.io/blueprints/) Foundation OS and the rest of the catalog.  
[atriumagency.io/waitlist/](https://atriumagency.io/waitlist/) Free. The build journal and launch news.