

CONTEXT INTEGRITY

Context Quality Audit

A worksheet for finding stale, conflicting, missing, unowned, or weak context before AI relies on it.

WHAT THIS TEMPLATE HELPS YOU DECIDE

Audit the quality of source material, ownership, retrieval paths, freshness, authority, conflict handling, and citation readiness.

BEST FOR

- Teams building retrieval or knowledge assistants
- Operations with messy documents or conflicting sources
- Leaders who need confidence in AI-generated answers

OUTPUTS

- Context risk list
- Source authority map
- Remediation backlog

STEP 1

Frame the operating need

Start with the workflow, decision, owner, and business pressure. The template is useful only when it is grounded in a real operating moment.

Operating frame

Knowledge domain

Policy, product, service, customer, finance, operations, or advisory knowledge.

Primary source set

Name the folders, systems, documents, databases, or pages currently used.

Known trust issue

Stale content, duplicate files, conflicting guidance, missing owner, or unclear access.

Readiness check

- ☐ Each source has an owner
- ☐ Freshness or last-reviewed state is visible
- ☐ Conflicting sources can be resolved
- ☐ Sensitive sources have permission boundaries
- ☐ AI outputs can cite or identify source evidence
- ☐ Weak context routes to review instead of false certainty

STEP 2

Map the architecture questions

Use this page to separate the parts of the system that need design before anyone jumps to tools, prompts, or implementation details.

Design map

Authority	Which source is the system of record? _____
Freshness	When was the source last reviewed or updated? _____
Completeness	What context is missing for reliable output? _____
Conflict	Where do sources disagree, and who resolves that? _____
Retrievability	Can the right context be found at the right moment? _____

Context quality is model quality in operational clothing. Better retrieval cannot compensate for unowned, stale, or conflicting source material.

STEP 3

Turn the answers into a brief

A strong brief makes the next decision easier: proceed, defer, redesign, govern, or assess more deeply before implementation.

Decision brief

Highest-risk source	Which context creates the greatest chance of wrong output?
Quick fix	Which cleanup action improves reliability fastest?
Owner needed	Who must approve source changes or retire stale content?
Audit cadence	How often should this source set be reviewed?

Strengthen context before scaling AI.

IntelliSync helps teams audit source authority, retrieval paths, and context governance before building AI workflows.

[Open Architecture Assessment](#)