



ZPT– Custom AI Directories for Your Organization

www.zpteam.ai

Chatbots Answer Questions. Agents Do Real Work

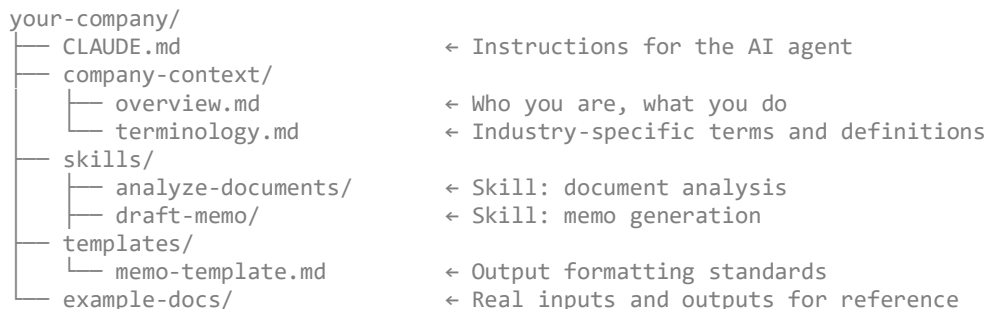
A chatbot takes a prompt and returns an answer. Useful, but limited: you still copy-paste the output, reformat it, and start from scratch next time.

An AI agent is different. It has tools: it can create and edit files, navigate directories, or connect to external systems. Agent orchestrators like Claude Code (Anthropic) and Codex (OpenAI) let an agent operate inside a folder on your computer, working through processes from start to finish.

Example: Every quarter, someone on your team manually works through dozens of reports to update a model. A chatbot can help with individual documents but can't run the full process. However, an agent can read the entire set, apply your methodology, and produce an Excel + PowerPoint in your company format. It can even fetch information from other systems. With the right setup, this scales to any number of repeatable workflows.

But here's the catch: an agent is only as good as the folder it operates in. Without clear instructions and organized context, the output won't be reliable. That folder is what ZPT builds.

Foundation First



Building a folder that agents can operate in is more art than science, and every organization's looks different. Once the foundation is in place, new workflows can be added over time.

ZPT Builds This Directory for You

How an engagement works:

1. **Understand:** ZPT comes on-site, interviews the team, and maps workflows: what comes in, what steps happen, what goes out. Each workflow gets an estimate of time saved and feasibility.
2. **Build:** ZPT constructs the directory: organizational context, automated skills, templates, and tool connections. Workflows are tackled one by one.
3. **Test:** Your team runs the workflows with real data. ZPT refines until the output meets your standards.
4. **Maintain:** After the engagement, ZPT keeps the directory current through regular check-ins and remote updates as AI capabilities evolve.

Engagement Types

Type	Duration	What Happens
Discovery	1-2 days	Map workflows across departments, identify automation opportunities, build a proof-of-concept
Focused Build	1-3 days	Automate 1-2 well-defined workflows end-to-end with real data
Comprehensive	1-2 weeks	Full discovery followed by a multi-workflow build
Embedded	Ongoing	Regular weekly or monthly sessions, building the directory incrementally

ZPT has done this across multiple organizations. Each engagement produces a working system, not a report or a set of recommendations.

Who This Is For

- **Organizations of 5 - 500 people:** Large enough for gains to matter. Small enough to move fast.
- **Leadership that wants to be AI-forward:** decision-makers are willing to invest time in adoption.
- **Repeatable workflows that can be automated:** Document analysis, data extraction, report generation, prospect research, presentations, and more. The specific use cases vary by company, but there need to be processes where an agent can save meaningful time.
- **Ready to designate an AI champion:** At least one person who will learn the directory and be the internal point person. ZPT builds and maintains it, but the champion keeps it alive day-to-day.

Low Risk

Even if some workflows turn out to be only partially automatable, the directory serves as a foundation the team can build on over time, and the process itself gets people thinking about how to use agentic tools in their day-to-day work. The directory is AI-provider agnostic: it works with Claude, ChatGPT, Codex, or whatever comes next. Nothing is locked in.

Where the Directory Lives

The directory is a folder that can be zipped and shared with anyone on the team. For ongoing use, it makes sense to store it in a centralized location. GitHub is the recommended option (version-controlled, easy to update). SharePoint or Google Drive also work. We recommend designating one person to manage the directory and keep it organized.

What You Own at the End

- A custom directory built for your organization's workflows
- Tested "Skills" that your team runs independently
- All code, data, configurations, and API keys on your own accounts
- A trained AI champion who can onboard new team members