

Context and Memory Design Review

Use this checklist in your next design review. Tick each statement that is true for your agent today. Thresholds and intervals in the guide are recommended starting points; calibrate to your environment.

CONTEXT SOURCES

- ☐ Every context source the agent can load is named and has an owner.
- ☐ Retrieval has caps and ranking, so relevant items are not buried mid-context.
- ☐ Non-negotiable rules are placed at the start of the context.
- ☐ Sensitive data is loaded only when a task needs it.

MEMORY DESIGN

- ☐ Memory writes are gated by a rule or a human, and logged.
- ☐ Every memory entry carries provenance and an expiry or review date.
- ☐ Memory access is scoped by user and role.
- ☐ Prior decisions are stored as structured records that can be retrieved by identifier.

TESTING

- ☐ A cross-user test set confirms one user's memory never appears in another's answers.
- ☐ A stale-memory test confirms superseded policies and decisions are not cited.
- ☐ The assembled context is recorded for each step.

GOVERNANCE

- ☐ The design-review table has been scored and the result recorded with a go or no-go decision.
- ☐ A named owner can review and delete wrong or disputed memory entries.
- ☐ Any agent scoring 0 on memory scoping that touches personal or regulated data is stopped.

Score: ____ of 14. Any unticked box is a gap to close before the agent handles real work.

Full guide: readyforrole.com/blog/context-engineering-memory-architecture.html | Series hub: readyforrole.com/blog/enterprise-ai-agent-engineering.html | support@readyforrole.com