

AI workflow pilot worksheet

Choose one repeatable task, measure the manual baseline, and compare useful outputs after review.

Choose the task

Task and owner: _____

Who uses the output: _____

What an acceptable output must contain: _____

What must always be checked by a person: _____

Record a manual baseline

Use a small set of representative cases. Record total time, errors and the review needed before the result can be used. Do not put sensitive customer content into this worksheet.

Record the assisted workflow

For each case, record preparation, waiting, review and rework separately. Keep failures in the comparison. An impressive first draft is not necessarily a useful final output.

Total assisted minutes = preparation + waiting + review + rework.

Net minutes saved = manual minutes - total assisted minutes.

Acceptable-output rate = accepted cases / attempted cases.

Worked example, hypothetical

Manual work takes 30 minutes. Preparation takes 3, waiting 1, review 12 and rework 8. Assisted work takes 24 minutes; the net saving is 6 minutes, not 29. This is arithmetic, not a claim about a deployed workflow.

Decide after seven days

Keep: _____

Change: _____

Stop condition: _____

Next review date: _____

Use approved data and a named reviewer. Keep consequential decisions with the responsible person.

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