

Is this workflow ready for AI?

Ten questions to answer before you spend anything. Answer for one specific workflow.

01	Can you state what it costs today as a number (hours per week, error rate or delay)?	☐ Yes	☐ No
02	Does one named person own the workflow and want it changed?	☐ Yes	☐ No
03	Is the input mostly text, documents or messages, not judgement nobody can write down?	☐ Yes	☐ No
04	Do the data and documents it needs exist, and can you get access to them?	☐ Yes	☐ No
05	Are good answers written down somewhere (policies, past decisions, worked examples)?	☐ Yes	☐ No
06	Can you list 20 to 50 real past cases to test with?	☐ Yes	☐ No
07	Is a wrong answer survivable: reversible, or checked by a person before it matters?	☐ Yes	☐ No
08	Is the volume high enough that saving a few minutes each time adds up?	☐ Yes	☐ No
09	Would a simpler fix (a rule, a template, an existing tool) fail to solve it?	☐ Yes	☐ No
10	Do you know who will review the exceptions, and how quickly?	☐ Yes	☐ No

How to read your score (count the Yes answers)

- 8 to 10** A strong candidate. Scope a small pilot with a measured baseline.
- 5 to 7** Promising, with gaps. Close the 'No' answers first; most are measurement, ownership or data access.
- 0 to 4** Not yet. Fix the basics (a number, an owner, access to the data) before building anything.

A 'No' on question 7 always means a human approval step before launch, whatever the score.