

AI Workload Readiness Card

Start with one measurable job - not a model, server, or subscription.

DEFINE
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Use this page to describe the work as it happens today. Unknown answers are useful: they show what must be resolved before a safe test.

1. Write the workflow in one sentence

When [trigger], [person or role] uses [approved inputs] to produce [specific output] for [recipient or system], reviewed by [qualified person] before [deadline or action].

YOUR WORKFLOW

2. Record today's process

Business owner: _____ Qualified reviewer: _____

Frequency: _____ Tasks per week/month: _____

Active staff minutes/task: _____ Typical waiting time: _____

Rework/correction time: _____ Acceptable downtime: _____

Safe fallback if AI is unavailable: _____

3. Identify the data and consequences

Check every input class involved:

☐ Public ☐ Internal business ☐ Client/customer ☐ Employee ☐ Financial ☐ Regulated/contract-limited ☐ Unknown

May the business use these inputs for this purpose?

☐ Yes ☐ No ☐ Not sure

Can a qualified person detect a bad answer before harm?

☐ Yes ☐ No ☐ Not sure

Consequence if wrong or disclosed:

☐ Low ☐ Medium ☐ High

Must AI send, pay, delete, sign, publish, or alter records?

☐ No ☐ Yes

If rights are unclear, consequences are high, or an action cannot be safely reviewed, stop and obtain qualified help before testing with real data.

4. Define a useful result

A useful output must contain: _____

It must not: _____

Improvement to measure:

☐ accepted tasks ☐ staff time ☐ waiting time ☐ rework ☐ other

Current baseline: _____ Test target: _____

PAGE 1 CHECKPOINT

If the job, owner, reviewer, permitted data, fallback, or success measure is still unknown, mark NOT READY and resolve the gap before choosing technology.

Choose the Next Safe Test

Five stop/go questions turn the job definition into one bounded next action.

DECIDE
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1

Can the current process or conventional automation meet the need?

Compare the job before adding AI. A template, search, rule, formula, or workflow may be cheaper and more dependable.

- ☐ YES - test or improve that first; AI may be unnecessary.
- ☐ NO / UNCLEAR - continue to question 2.

2

Are the data rights and approved route known?

Name what may be used and where it may travel or remain. Do not infer permission from convenience.

- ☐ YES - record which data may use which route.
- ☐ NO / NOT SURE - stop; do not use real sensitive data.

3

Can a qualified human review the result before harm?

The reviewer must have enough expertise and time to detect material errors before the output is used.

- ☐ YES - name the reviewer and include review time in cost.
- ☐ NO - narrow the job, add controls, seek assessment, or stop.

4

Is there a named operator for the proposed route?

Where applicable, someone must own access, updates, monitoring, backup, recovery, support, and shutdown.

Operator or provider: _____

- ☐ YES - continue.
- ☐ NO - do not self-host a business dependency; use a managed route or qualified help.

5

What evidence is required before purchase or rollout?

- ☐ Start with five safe cases: ordinary, difficult, exception, should-refuse, and bad/missing input.
- ☐ Compare the same job with today's process and a plausible conventional alternative.
- ☐ For a formal pilot, expand to at least thirty representative cases.
- ☐ Record the exact service/plan or model/software/machine/OS and test date.
- ☐ Test simultaneous use, outage behavior, fallback, recovery, and full operating cost.

SELECT TODAY'S RESULT

☐ NOT READY

A required answer is unknown, data is prohibited, or consequences exceed available controls.

☐ TEST AN APPROVED BUSINESS SERVICE

The job is bounded and reviewable; managed operation matters more than controlling the model host.

☐ RUN A NO-PURCHASE LOCAL EXPERIMENT

One person, existing business-controlled hardware, safe data, human review, and no production dependency.

☐ SEEK A STRUCTURED ASSESSMENT

Data paths, permissions, multiple users, integrations, continuity, or operation need deeper work.

RECORD THE NEXT SAFE TEST

Candidate route or simpler alternative: _____

Test owner and reviewer: _____ Decision date: _____

Safe cases/data: _____

Maximum time and cash: _____ Safe fallback: _____

Stop immediately if: _____

Do not buy hardware or widen access based on this card alone. Test the exact job and route. An unresolved answer means NOT TESTED, not a conditional pass. This card does not certify security, privacy, compliance, or business value.