ELAB AI | PRACTICAL WORKSHEET

Build Your Business AI Strategy

Choose the work that matters, compare the opportunities and design a controlled first test your team can measure.

01 **Define the Outcome**
Name the business result and the work limiting it.

02 **Compare the Opportunities**
Assess value, effort, knowledge and data, access and risk.

03 **Design the First Test**
Set a baseline, acceptance requirements, owner and review date.

Companion to How to Build an AI Strategy for Your Business

elab.co.nz/resources/blog/ai-first-business-guide

Define the Business Outcome

Start with what the business needs to achieve. Technology comes later.

We Want Our Business To Be Able To

This Matters To Our Customers Because

The Work Currently Limiting That Outcome Is

Compare Two Opportunities

DECISION	OPPORTUNITY A	OPPORTUNITY B
BUSINESS OUTCOME		
WORKFLOW AND OWNER		
FREQUENCY AND CURRENT EFFORT		
AVAILABLE KNOWLEDGE AND DATA		
ACCESS OR SOURCE GAPS		
RISK IF THE OUTPUT IS WRONG		
SETUP AND ONGOING COST		
SIMPLER ALTERNATIVES		

STEP 2

Design the First Test

Set The Baseline First
Measure the full time to an approved result, including preparation, review and rework. Treat time saved as potential capacity, not automatic cash savings.

Selected Workflow

Accountable Owner

Current Baseline

Review Date

Approved Tools And Access

Spending Limit

Acceptance Requirements

Human Review Required

Test Examples

TYPICAL	DIFFICULT	INCOMPLETE

Continue If

Revise Or Stop If

STEP 3

Build The Context Brief

Give the model the same business context, knowledge and data your team uses to judge the work.

What Our Business Does

Who This Work Is For

Their Priorities

Our Standards And Constraints

Approved Knowledge And Data

Known Information Gaps

Record The Result

TEST CASE	PREPARE	AI WORK	REVIEW	QUALITY OR EXCEPTIONS	DECISION

Agree The Next Decision

What We Learned

Next Step, Owner And Date