Suhas Bhairav

AI Workflow Readiness Scorecard

A practical scorecard to move from ChatGPT experiments to AI-enabled workflows.

A clear, actionable framework to assess readiness and graduate to AI agents.

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Understanding AI Maturity Levels

AI maturity has stages: experiments, AI-assisted work, automated workflows, and AI agents. This page defines them for practical decision-making.

Key move **Start with a single process; promise measurable outcomes before scaling.**

PRACTICAL CHECKLIST

01	Experimentation is learning: small, scoped tests with measurable hypotheses.
02	AI-assisted work uses AI to augment human tasks, not replace them.
03	Automated workflows choreograph repeatable processes with minimal human intervention.
04	AI agents autonomously perform end-to-end tasks under policy and guardrails.
05	Leverage metrics to decide when to scale or pause.
06	Define ownership and accountability for each AI-enabled step.
07	Map data sources, access, and privacy constraints early.

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What Counts as a Good AI Experiment

Experiments test hypotheses in a controlled, time-bounded way. They establish initial value signals and learning pathways.

Key move **Predefine go/no-go thresholds to avoid scope creep.**

PRACTICAL CHECKLIST

01 Choose a single high-impact process to test using ChatGPT or Claude.

02 Define success metrics (leading indicators and lagging metrics).

03 Limit scope to days or weeks, not months.

04 Use real data, but anonymize where needed.

05 Document assumptions, results, and next steps.

06 Decide go/no-go based on pre-set thresholds.

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AI-Assisted Work vs Automation

AI-assisted work augments human decision-making and tasks. It requires clear handoffs and accountability.

Key move **Prototype with a pilot team and quick feedback loop.**

PRACTICAL CHECKLIST

01	Tailor prompts and interfaces to the task.
02	Keep humans in the loop for validation.
03	Track how AI changes cycle times and errors.
04	Set guardrails for accuracy and bias.
05	Provide training and reference materials.
06	Measure subjective user satisfaction alongside speed.

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AUTOMATION BASICS

Beginners, founders, executives, managers, leaders

Designing Repeatable Processes Across Teams

Automation connects steps into repeatable flows that deliver consistent output. It requires governance and observability.

Key move **Start with one end-to-end process to prove ROI.**

PRACTICAL CHECKLIST

01	Map end-to-end process steps and data handoffs.
02	Define inputs, outputs, SLAs, and owners.
03	Choose a workflow tool with logging and retry.
04	Incorporate quality checks and error handling.
05	Monitor throughput, latency, and failure rates.
06	Ensure data privacy and compliance controls.
07	Pilot with a contained process before full rollout.

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What is an AI Agent and When to Use One

An AI agent can act on data and tasks with some autonomy. It requires policy, guardrails, and auditing.

Key move **Before deployment, document the decisioning criteria and fallback plans.**

PRACTICAL CHECKLIST

01	Define scope: task boundaries and decision authority.
02	Establish safety rails, approvals, and rollback options.
03	Require logs for traceability and audits.
04	Use agents for repetitive, rule-based, high-volume tasks.
05	Integrate with existing systems via APIs.
06	Set escalation paths if confidence is low.
07	Start with a small, measurable pilot.

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How to Score Readiness Across Dimensions

This page introduces the scoring framework used in the guide. Scores help compare maturity levels and justify investments.

Key move **Score honestly; a high score without governance is risky.**

PRACTICAL CHECKLIST

01 Process clarity: Are steps, owners, and data flows defined?

02 Data readiness: Do reliable data sources exist with governance?

03 Team adoption: Is there leadership support and frontline readiness?

04 Tool access: Do teams have secure access to required AI tools.

05 Risk level: What are the regulatory, privacy, operational risks?

06 Human approval needs: Are approvals defined and timely?

07 ROI potential: Is there a credible path to measurable value?

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How to Calculate and Interpret Scores

Use a simple 0-5 scale for each criterion. Aggregate scores to reveal maturity gaps.

Key move **Publish the scorecard to leadership at regular reviews.**

PRACTICAL CHECKLIST

01	Define 0-5 explanations for each criterion.
02	Weight dimensions by strategic relevance.
03	Compute average scores per dimension.
04	Identify top 2 gaps to address first.
05	Use a dashboard to track over quarters.
06	Document caveats: data quality, coverage bias.
07	Reassess after pilots and new data sources.

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Recommendations by Maturity Level

This section gives concrete actions for each maturity level. Leaders can act immediately to move forward.

Key move **Align roadmap with strategic goals; avoid scope creep.**

PRACTICAL CHECKLIST

01	Not Ready: map processes, establish data governance, and set baseline metrics.
02	Not Ready: hold a discovery sprint to align leadership.
03	Experimenting: run 2-3 controlled experiments with clear success criteria.
04	Experimenting: document outcomes and decide on progression.
05	Workflow Ready: deploy end-to-end automation for one process.
06	Workflow Ready: implement monitoring, guardrails, and change management.
07	Agent Ready: pilot a single agent with escalation and audit trails.

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ROADMAP

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90-Day Implementation Plan

This page provides a practical 90-day plan with milestones and decisions. It translates the score into concrete steps.

Key move **Align the 90-day plan with strategic goals; get sponsor sign-off.**

PRACTICAL CHECKLIST

01	Week 1-2: complete data inventory and governance baseline.
02	Week 2-4: select 1-2 pilot processes; assign owners.
03	Month 1-2: run 2-3 experiments; document outcomes.
04	Month 2-3: implement an automated workflow for one process.
05	Month 3: deploy a small AI agent with guardrails.
06	Establish dashboards to monitor ROI and compliance.
07	Set governance reviews every quarter.

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