

# YOUR FIRST AI PLANNING WORKSHEET

DrHayles.com | Start with people. Try a small task. Check the result.

## 1 THE REAL NEED

What specific problem or recurring task are you trying to improve?

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## 2 SUCCESS LOOKS LIKE

How will you tell whether the work is better?

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## 3 RESPONSIBILITY

Who owns the task? Who must review or approve the output?

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## 4 INFORMATION SAFETY

What sensitive or private information must stay out of the test?

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## 5 THE SMALL PILOT

Describe a limited, low-risk trial using fictional or public information.

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## 6 BEFORE AND AFTER

Record time, corrections, cost, usefulness, and user feedback.

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Decision: Continue / Change / Stop    Review date: \_\_\_\_\_