First AI pilot in education

Fill in one card before your institution starts its first AI workflow. Fill in what you know; every blank line gets an owner and a date. Any blank line means: not ready to start.

QUESTION	ANSWER	OWNER / BY WHEN
Which adult-side workflow is the first pilot: back-office paperwork, teacher planning and grading, family communication, advising, admissions or research?		
The workflow itself: who does it, how often, and how deep is it piled?		
What does a wrong draft cost, and who catches it?		
Does it run in a walled garden the institution owns, where no model trains on our data? (yes / no)	☐ Yes ☐ No	
Who uses it: teachers and staff only, or students too? Student access only through walled-garden tools?		
What sanctioned studio may staff use today, so nothing goes into public tools?		
Boundary test: does any output enter a grade, a student's record, a decision about a student, or a conversation with a child or family? (yes / no)	☐ Yes ☐ No	
If yes: the named owner, and the bar the output must clear first		
Are our use cases sorted Explore Now, Explore Later and Explore Never, with anything that would replace the teacher in Never? (yes / no)	☐ Yes ☐ No	
Which routine questions go to AI, and who keeps the worried calls?		
What already runs that nobody calls AI (adaptive practice, plagiarism detection, early warning, scheduling), and is it counted before anything new is bought?		
Is every claim of classroom-ready AI tested on our own hardest unit or messiest handbook, and what came back?		
Which number is named before the pilot (attendance minutes, prep hours, subscription dollars), and who measures it now?		
What bar is set in advance, and when is the same number measured again?		
Where does our data live, and how long before the data house is in order?		
Decision and date	☐ EXPLORE NOW ☐ EXPLORE LATER ☐ EXPLORE NEVER Date _____ Signed _____	

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Example (fictional): translated family newsletters in a mid-sized district

QUESTION	ANSWER	OWNER / BY WHEN
Which adult-side workflow is the first pilot: back-office paperwork, teacher planning and grading, family communication, advising, admissions or research?	Family communication: the weekly classroom newsletter, translated into the district's three main home languages	n/a
The workflow itself: who does it, how often, and how deep is it piled?	About 40 classroom teachers, one newsletter each week; about 45 minutes to write, then two days waiting for the district translator	n/a
What does a wrong draft cost, and who catches it?	A wrong date or a clumsy sentence reaches every family; a bilingual aide can read every draft before it goes	n/a
Does it run in a walled garden the institution owns, where no model trains on our data? (yes / no)	Yes: the district's own studio; the data stays ours and no model trains on it	n/a
Who uses it: teachers and staff only, or students too? Student access only through walled-garden tools?	Teachers and front-office staff only; no student-facing use	n/a
What sanctioned studio may staff use today, so nothing goes into public tools?	The district studio, opened to all staff this term	n/a
Boundary test: does any output enter a grade, a student's record, a decision about a student, or a conversation with a child or family? (yes / no)	Yes: the translated newsletter goes home to families	n/a
If yes: the named owner, and the bar the output must clear first	**Blank: not ready**	Director of communications, by 4 Dec
Are our use cases sorted Explore Now, Explore Later and Explore Never, with anything that would replace the teacher in Never? (yes / no)	Yes: sorted by the leadership team in October; newsletter translation in Explore Now, anything that replaces a teacher in Explore Never	n/a
Which routine questions go to AI, and who keeps the worried calls?	Drafts and due dates to the assistant; calls about a child's progress stay with the teacher	n/a
What already runs that nobody calls AI (adaptive practice, plagiarism detection, early warning, scheduling), and is it counted before anything new is bought?	Adaptive-practice licenses in 6 schools and plagiarism detection in both high schools, counted this term; nothing new bought	n/a
Is every claim of classroom-ready AI tested on our own hardest unit or messiest handbook, and what came back?	A parent-communication assistant ran on our messiest newsletter, the one with three events and two date changes; it kept both dates, and talks continue	n/a
Which number is named before the pilot (attendance minutes, prep hours, subscription dollars), and who measures it now?	Teacher minutes per newsletter: about 45 today, target 15, measured over four weeks by the two lead principals	n/a
What bar is set in advance, and when is the same number measured again?	Bar: at most 1 wrong date or mistranslation in 20 spot-checked newsletters, checked monthly. First spot-check: 3 in 20 → **Fails the bar**	Director of communications, re-test by 26 Jan
Where does our data live, and how long before the data house is in order?	Contact records and language preferences about 80% complete in the student information system	Data lead, by 30 Jan
Decision and date	**☐ EXPLORE NOW ☒ EXPLORE LATER ☐ EXPLORE NEVER · Re-test 26 Jan · Date 20 Nov · "No named owner yet for family-facing output, and the first spot-check failed the bar."**	Superintendent