First AI workflow card

Fill in one card for the workflow you would point AI at first. Fill in what you know; every blank line gets an owner and a date. Any blank line means: not ready to go first.

QUESTION	ANSWER	OWNER / BY WHEN
Candidate workflow, and what its output is		
Document volume or inspection backlog behind it (the count)		
Data it runs on, and whether we already own it		
Error cost if it is wrong: legal, safety or revenue		
Boundary: does the output switch equipment on the grid?	☐ Yes ☐ No	
Boundary: does it move a market position?	☐ Yes ☐ No	
Boundary: does it change a customer's rate or bill?	☐ Yes ☐ No	
Boundary: does it send a crew into the field?	☐ Yes ☐ No	
Boundary: does it enter a regulatory record?	☐ Yes ☐ No	
Any yes above: named owner, and which deep lesson sets the bar		
What already runs here that nobody calls AI		
Vendor claim of "grid-ready AI": tested on our own poles and contracts? What it showed		
Baseline number today, measured over how long		
The number to move, by how much, by when		
Return: immediate or within arm's reach? Which return, and when		
Decision and date	**☐ START HERE ☐ NOT FIRST ☐ RETEST ON _____ Date _____ Signed _____**	

First AI workflow card

Example (fictional): trouble-call report summaries at a regional utility

QUESTION	ANSWER	OWNER / BY WHEN
Candidate workflow, and what its output is	Drafts a first-pass summary of the week's trouble-call reports for the Monday operations meeting	n/a
Document volume or inspection backlog behind it (the count)	About 60 trouble-call reports a week across 3 service centers (12-month average)	n/a
Data it runs on, and whether we already own it	The reports sit in our own outage management system; we already own all of it	n/a
Error cost if it is wrong: legal, safety or revenue	Low: a person reads every summary before the meeting; a missed pattern costs a follow-up, not a switching decision	n/a
Boundary: does the output switch equipment on the grid?	☐ Yes ☒ No	n/a
Boundary: does it move a market position?	☐ Yes ☒ No	n/a
Boundary: does it change a customer's rate or bill?	☐ Yes ☒ No	n/a
Boundary: does it send a crew into the field?	☒ Yes: recommended follow-ups feed the Tuesday work-order queue	n/a
Boundary: does it enter a regulatory record?	☐ Yes ☒ No	n/a
Any yes above: named owner, and which deep lesson sets the bar	Manager of distribution operations signs every crew recommendation before it enters the queue; the scheduling lesson's bar applies	Manager of distribution operations
What already runs here that nobody calls AI	The outage management system and the daily load forecast; nobody has listed the rest	Operations analyst, by 4 Dec
Vendor claim of "grid-ready AI": tested on our own poles and contracts? What it showed	**Blank: not ready**: the demo ran on the vendor's sample reports; ours have not been tried	Distribution operations lead, by 11 Dec
Baseline number today, measured over how long	**Blank: not ready**: nobody has measured how long supervisors spend on summaries today	Operations analyst, by 4 Dec
The number to move, by how much, by when	Supervisor summary time from about 5 hours a week each to under 1, by end of Q1	n/a
Return: immediate or within arm's reach? Which return, and when	Supervisor hours, within one quarter of the summaries being used weekly	n/a
Decision and date	**☐ START HERE ☐ NOT FIRST ☒ RETEST ON 12 Dec · Date 19 Nov · "Vendor test and baseline still blank."**	Director of operations