# First AI workflow card

Fill in one card for each workflow you are considering for AI. 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 |
|---|---|---|
| Workflow, and the team whose week it eats | | |
| Document volume: outputs per week, and who produces them | | |
| Who verifies every output today (role) | | |
| What it costs when one output is wrong | | |
| Ladder level: consume, create, augment, orchestrate or transform | | |
| Baseline: hours the workflow takes now, measured over how long | | |
| Target: which number moves, by how much, by when | | |
| Boundary test, outputs: enters a submission, batch record, safety file or trial record? | ☐ Yes ☐ No | |
| If yes: validation plus the compliance owner's sign-off | | |
| Boundary test, inputs: what goes in (patient data, sponsor IP, unpublished material), and is it the approved tool? | ☐ Yes ☐ No | |
| Vendor claim in their words ("GxP-ready", effort cut) | | |
| Tested on our own documents: who graded the output, and what they found | | |
| Does our checking shrink, or does someone still check every line? | | |
| Use: how we will count whether the output gets used | | |
| Where the pay sits (bench, trial, submission, plant, safety, market), and what waits for the gate | | |
| **Decision and date** | **☐ GO FIRST ☐ NOT YET ☐ RE-TEST ON _____ Date _____ Signed _____** | |

# First AI workflow card

## Example (fictional): literature watch summaries in a medical affairs team

| QUESTION | ANSWER | OWNER / BY WHEN |
|---|---|---|
| Workflow, and the team whose week it eats | Weekly literature and guideline watch for a 22-person medical affairs team; summaries go to the field medical teams | n/a |
| Document volume: outputs per week, and who produces them | About 50 documents to summarize each week; 3 medical writers | n/a |
| Who verifies every output today (role) | A medical writer checks every summary before it goes out | n/a |
| What it costs when one output is wrong | A field team could hand a doctor out-of-date guidance; a correction and a complaint follow | n/a |
| Ladder level: consume, create, augment, orchestrate or transform | Consume: summarizing guidelines and literature; nothing drafted for others yet | n/a |
| Baseline: hours the workflow takes now, measured over how long | About 5 hours per writer per week, measured over 4 weeks | n/a |
| Target: which number moves, by how much, by when | Checking time from 5 to 2 hours per writer per week by end of Q1 | Medical affairs lead |
| Boundary test, outputs: enters a submission, batch record, safety file or trial record? | No: summaries go to field teams only | n/a |
| If yes: validation plus the compliance owner's sign-off | Not triggered by the summaries; a phase 2 idea, first drafts of submission sections, would wait for validation and the compliance owner's sign-off | Compliance officer, before any phase 2 |
| Boundary test, inputs: what goes in (patient data, sponsor IP, unpublished material), and is it the approved tool? | Tool would also read two unpublished trial manuscripts, sponsor IP; not checked whether the approved tool may take them **Blank: not ready** | Medical information lead, by 8 Dec |
| Vendor claim in their words ("GxP-ready", effort cut) | "Built for regulated life-sciences content; cuts review effort by more than half" | n/a |
| Tested on our own documents: who graded the output, and what they found | 20 of our own documents; reviewers graded 3 unusable, wrong or unverifiable citations → **Fails the bar**: writers still check every line | Medical writing lead |
| Does our checking shrink, or does someone still check every line? | Not yet: every summary still gets a full writer check | Medical writing lead |
| Use: how we will count whether the output gets used | Field teams log opened summaries; first count at the January field review | Field medical lead |
| Where the pay sits (bench, trial, submission, plant, safety, market), and what waits for the gate | Summary-level medical work pays first; anything bound for the submission file waits for the gate | n/a |
| **Decision and date** | **☐ GO FIRST ☐ NOT YET ☒ RE-TEST ON 12 Jan · Date 18 Dec · "Inputs not cleared, and the vendor claim failed our own test."** | Medical affairs lead |