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Board AI Briefing

A template for discussing one bounded pilot
[ORGANIZATION] / [MEETING DATE]

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PROPOSED DISCUSSION

The decision for today

Authorize a defined pilot, hold for more information, or decline

Proposed task: [TASK]

Accountable owner: [ROLE]

Review date: [DATE]

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PURPOSE

The work we want to improve

Current workflow: [DESCRIPTION]

Current effort and pain point: [VERIFIED BASELINE]

Proposed benefit to test: [HYPOTHESIS]

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SCOPE

The proposed pilot

One task using approved public or fictional inputs

One approved tool and account

A named reviewer before any use or release

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RESPONSIBILITY

People and data boundaries

Staff retain decision authority and verify outputs

Sensitive records stay outside this starter exercise

Unexpected activity goes to [REPORTING CONTACT]

Resources and controls

Staff preparation and review time: [ESTIMATE]

Tool and integration costs: [VERIFIED ESTIMATE]

Manual fallback and pause owner: [DETAILS]

Evidence for the review

Total effort, including review and corrections

Accuracy, usefulness, and required revisions

Failures, concerns, and staff feedback

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NEXT REVIEW

Keep, change, or stop

Continue only if the evidence supports the agreed purpose

Open questions: [QUESTIONS]

Decision owner and review date: [ROLE / DATE]