

One useful task. A better experiment.

Plan a small, reviewable AI pilot around real work.
Define the task, test the output and decide what comes next.

01 Set the boundaries

Choose the task, permitted inputs and human reviewer.

02 Test what matters

Use representative examples and record what actually happens.

03 Make a decision

Continue, revise or stop with evidence from the pilot.

WORKED EXAMPLE / FICTIONAL BUSINESS

A market research team: An analyst tests draft theme summaries against an approved set of interview excerpts. The pilot checks source support, omissions and review time. The analyst decides whether each draft is usable; no client-facing output is sent automatically.

Fill this workbook in a PDF reader and save a copy, or print it. It is a planning aid, not a readiness certification. Use approved, anonymized examples and involve the people responsible for your requirements.

01 / Give the pilot boundaries

Start with a task small enough to examine. Keep the review step inside the plan.

The task and the current baseline

What happens today? What takes effort? Record an observable baseline, not a guess.

Permitted inputs and source material

What information may be used? What must be removed or excluded? Who approves it?

The output and its destination

Define the format and intended use. State what the pilot must not do automatically.

The owner and the reviewer

Who runs the pilot, checks the output and handles an exception?

02 / Test the work, not the demo

Choose examples before running the pilot. Include an awkward or incomplete case.

The test set

List representative cases, including missing information, conflicting inputs or an unusual request.

What a usable result looks like

Set criteria for source support, completeness, format and the amount of review needed.

What actually happened

Record errors, omissions, corrections and time spent reviewing. Keep expectations separate from observations.

REVIEW EACH RESULT

- ☐ Claims checked against source material
- ☐ Missing or conflicting information identified
- ☐ Review effort and corrections recorded

03 / Decide the next step

A useful pilot can reveal that the idea needs to change. Base the decision on the work you observed.

What the evidence says

Compare the pilot with the baseline. What improved? What remained difficult or unreliable?

Continue, revise or stop - and why?

Choose the next step and give the reasons. Name any requirement that is still unresolved.

The next action, owner and review date

If continuing, define a limited next step. Include training, oversight and recovery when relevant.

BRING THE FINDINGS, NOT JUST THE IDEA

We can help shape a workflow, connect the surrounding tools or plan a bespoke build. Use your completed workbook to start the conversation.

empirenexussystems.com/contact.html | admin@empirenexussystems.com