

# AI Pilot Runbook Template

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## Introduction

This document serves as a step-by-step guide for running a 30-day AI pilot with 1–2 teams. The goal of this pilot is to evaluate the feasibility and effectiveness of AI solutions in addressing specific use cases within your organization. By the end of the 30 days, teams should have a clear understanding of the potential benefits and challenges of scaling AI solutions.

## Steps

### 1. Define Scope

- Select 2 use cases that are well-defined and manageable within the 30-day timeframe. Criteria for selection should include the potential impact on business processes, availability of data, and alignment with organizational goals.

### 2. Capture Baseline Metrics

- Identify and document key performance indicators (KPIs) that will be used to measure the success of the AI pilot. Examples of metrics include process efficiency, accuracy of predictions, and user satisfaction. Ensure that baseline data is collected before the pilot begins.

### 3. Run Weekly Check-ins

- Schedule weekly check-in meetings to monitor progress and address any issues that arise. Use the AI Developer Scorecard to track key metrics and milestones. Discuss any challenges, successes, and adjustments needed to stay on track.

### 4. Hold Retrospectives

- Conduct retrospectives at the end of each week to capture lessons learned. Use a structured format to discuss what went well, what could be improved, and any insights gained. Document these findings to inform future AI initiatives.

## 5. Debrief with Results

- After 30 days, hold a debriefing session to review the results of the pilot. Analyze the data collected and compare it to the baseline metrics. Discuss what worked, what didn't, and make a decision on whether to scale the AI solutions. Prepare a debrief report summarizing the findings and recommendations.

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