

The AI Pilot Acceptance Checklist

Six practical checks to make ownership, quality and the next decision explicit.

Use with your team / Notes and evidence

Workflow or pilot

Business owner

Current process

Scope and exclusions

Decision date

01 A named owner

Who is accountable after the demonstration? Who can pause the workflow? Write down both the names and the responsibilities.

02 A measured baseline

What is the current task volume, completion time and correction effort? Separate measured inputs from assumptions.

03 A quality threshold

What makes an output usable? Include examples that should be accepted, rejected or escalated. Test difficult cases as well as the happy path.

The AI Pilot Acceptance Checklist

04 Human review and exceptions

What must a person approve? How do exceptions reach them? How can the original process be restored?

05 Access and maintenance

Which information is needed? Who can access it? Who maintains the sources and integration? Include your organisation's security and privacy review where relevant.

06 A commercial decision

Compare observed benefits with software, implementation, review and maintenance costs. Agree what evidence means expand, revise or stop.

The next decision.

Do not turn six unanswered questions into one reassuring score. Record the evidence for each, name the remaining owners, then make an explicit decision.

Action / Owner / Review date

A discussion aid, not a certification, professional opinion or promise of results. A readable web version accompanies this worksheet.