

AI practical check: select a sound first use case

This checklist helps distinguish a small, testable use case from an idea that is too broad or risky. It runs in your browser without storage.

Version 1 · 12 August 2026 · Not a substitute for a privacy, legal or security assessment.

Benefit and repetition

The case should occur regularly and produce a clearly recognisable work result.

The workflow repeats in a similar form.

☐ Applies ☐ Open

The input and intended result can be described in one sentence.

☐ Applies ☐ Open

Current handling time can at least be estimated.

☐ Applies ☐ Open

Data and decisions

A first pilot needs manageable data and clear boundaries.

The required sources are known and accessible.

☐ Applies ☐ Open

Highly sensitive data is not required as the standard case.

☐ Applies ☐ Open

The system does not automatically make decisions about people or significant consequences.

☐ Applies ☐ Open

Workflow and hand-off

Automation needs a defined normal path and a safe fallback.

The current workflow and its main exceptions are known.

☐ Applies ☐ Open

A responsible person is available for subject-matter questions and approvals.

☐ Applies ☐ Open

Unclear cases can be handed visibly to a person.

☐ Applies ☐ Open

Quality and operation

Success must remain testable after the first trial.

Acceptance criteria can be set before implementation.

☐ Applies ☐ Open

Errors, outages and vendor updates are to be monitored.

☐ Applies ☐ Open

Backup, rollback, support and responsibilities are planned.

☐ Applies ☐ Open

Economics

Released time alone is not a financial saving.

Project and ongoing costs are considered across the life cycle.

☐ Applies ☐ Open

Capacity value, cash-effective saving and productive use are separated.

☐ Applies ☐ Open

A focused pilot can support a sound continue-or-stop decision.

☐ Applies ☐ Open

How to read the result

- Many open points around data or decisions: clarify risks and responsibilities first.
- Many open points in the workflow: a process assessment is usually more useful than immediate implementation.
- Mostly clear answers: a focused pilot may be a suitable next validation step.