

5-Question Discovery Worksheet

Identify your highest-value AI opportunities in any department

1

Repetitive Work

Same task, minor variations
Copy-paste between systems

2

Data Creation

Unstructured to structured conversion
Manual data entry

3

Humans as Middleware

Person bridges two systems
Route and translate between teams

4

Knowledge Transport

Tribal knowledge dependencies
Onboarding bottleneck

5

Expert Bottleneck

Work queues for one person
Key-person risk

Score each 1-5 per department → Highest score = where to start