

# Should AI do this work?

Use one recurring task or one meaningful workflow step. Score what actually happens, not what you hope will happen. If the task is unclear, write NEEDS DETAIL.

TASK OR WORKFLOW STEP

USEFUL OUTCOME

ACCOUNTABLE OWNER

TRIGGER AND FREQUENCY

APPROVED EXAMPLE OR EVIDENCE

## Score the five factors

| FACTOR                         | 0                              | 1                                      | 2                                         | SCORE | EVIDENCE OR NOTES |
|--------------------------------|--------------------------------|----------------------------------------|-------------------------------------------|-------|-------------------|
| <b>Repetition and workload</b> | Rare, trivial, or too variable | Recurring; moderate effort             | Frequent, high-volume, or material effort | —     |                   |
| <b>Process clarity</b>         | Depends on unstated judgment   | Main path clear; key exceptions remain | Normal path and examples shown quickly    | —     |                   |
| <b>Reviewability</b>           | Wrong result hard to find      | Review needs substantial expert work   | Important errors found quickly            | —     |                   |
| <b>Cost of error</b>           | Material or hard to reverse    | Contained by a human checkpoint        | Low impact and reversible                 | —     |                   |
| <b>Human value</b>             | The person is the work         | Context matters; AI can prepare        | Rules, evidence, or format drive result   | —     |                   |

Total: \_\_\_\_ / 10

**8 to 10 AUTOMATE**

Candidate after safety checks

**4 to 7 ACCELERATE**

AI prepares; a person decides

**0 to 3 STAY HUMAN**

A person handles the step

# A score is not permission.

Mark every safety flag that applies. Any flag can limit what AI may do, regardless of the total.

- ☐ Sensitive, personal, confidential, or restricted information
- ☐ Customer, employee, partner, or public communication
- ☐ Official records or regulated work
- ☐ Money, pricing, access, permissions, signatures, or commitments
- ☐ Advice or decisions that could seriously affect someone
- ☐ Errors may be difficult to find, contain, or reverse
- ☐ No named owner, review point, stop condition, or way to undo the change

THE SCREEN ROUTES ATTENTION. IT DOES NOT APPROVE AUTOMATION.

## Route the next step

INITIAL ROUTE: AUTOMATE / ACCELERATE / STAY HUMAN

SAFETY CHECK, IF ANY

FINAL ROUTE FOR NOW

SMALLEST EVIDENCE NEEDED NEXT

WHAT MUST REMAIN UNDER HUMAN CONTROL

### WHERE SIDEKICK BEGINS

Your team describes how the work happens. Sidekick checks readiness and safeguards, compares opportunities, designs a small test, and measures what happened.