

Finding AI Use Cases

Work out where AI could help in your own department, and where it could not.

INSIDE

- Six steps, each with a page that explains it and a page you fill in
- Five candidate cards and two detail sheets for your own use cases
- Ten mistakes to check your answers against before you present
- A completed example, and a summary page to hand in



Six steps. About three hours with your group. Pen and paper only, with no software, no account and no internet connection required.

What should improve?

1.1 The outcome

Write the completed sentence. We want ___ to improve for ___, without making ___ worse.

1.2 How you would know it improved

What you would count or time, its unit, and where the count starts and stops.

1.3 Where it stands now

The current figure and its source. Tick what applies. Write "not measured" if that is the truth.

☐ Taken from a record or report ☐ Estimate from memory ☐ Not measured at all

1.4 What must not get worse

A check, an approval, a quality standard, a fairness requirement or a protection that stays in place.

1.5 Your current guess about what would improve it

This is a hypothesis to be tested in Step 3, not a decision. Include any tool somebody has already suggested.

BEFORE YOU TURN THE PAGE

Read 1.1 and 1.2 aloud to each other. Does everyone in the group agree that improving 1.2 would count as improving 1.1? If two people picture different things, fix it now. It takes two minutes here and forty minutes in Step 5.

Put them in order

One rule for this table. At most one candidate may be marked First. If you want to change which one it is, cross out the earlier tick so the page still shows one answer.

#	USE CASE NAME	PRIORITY	WHY THIS PRIORITY?	EVIDENCE YOU STILL NEED
C1		☐ First ☐ Later ☐ Do not pursue		
C2		☐ First ☐ Later ☐ Do not pursue		
C3		☐ First ☐ Later ☐ Do not pursue		
C4		☐ First ☐ Later ☐ Do not pursue		
C5		☐ First ☐ Later ☐ Do not pursue		

5.2 The argument against your first choice

Who made it, and what did they say? Write it in their words, not a summary that makes it sound weaker.

☐ It changed our decision ☐ It did not change our decision

5.3 What it would cost to keep running

Answer for your First choice, or the case you came closest to choosing. "Unknown" is acceptable on any line.

RECURRING ITEM	YOUR ANSWER
Model or software use	
Human checking	
Exceptions the tool cannot handle	
Maintenance when something changes	
Keeping the information current	

Your group's one-page summary

Copy your answers across from the workbook. Photograph this page before handing it in, so your group keeps a record.

Group or roll number

Date

The outcome we chose, and how we would measure it

What the problem turned out to be

From 3.6.

The use cases we identified

#	NAME	PRIORITY	WHAT AI WOULD DO
C1			
C2			
C3			
C4			
C5			

Our recommendation

What we still do not know
