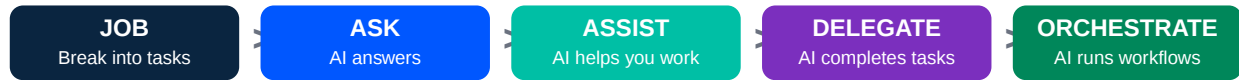


WHICH WORK SHOULD MOVE TO AI?

AUTONOMY UP · GOVERNANCE UP



TASK

- ☐ Is the task clearly defined?
- ☐ Is it repeated regularly?
- ☐ Is the desired output known?

INPUT

- ☐ Are inputs consistent?
- ☐ Is information approved for AI use?
- ☐ Is confidential data controlled?

DECISION

- ☐ Does it require professional judgement?
- ☐ Does it affect another person's rights?
- ☐ Is uncertainty or ambiguity common?

ACTION

- ☐ Can the AI change a business system?
- ☐ Can it send messages externally?
- ☐ Can it spend money?
- ☐ Can it delete anything?

CONSEQUENCE

- ☐ What happens if it is wrong?
- ☐ Can the outcome be reversed?

CONTROL

- ☐ Is human approval required?
- ☐ Are permissions limited to minimum?
- ☐ Are all agent actions logged?

PRODUCTIVITY

- ☐ How long does the task take today?
- ☐ How long will checking take?
- ☐ How will errors be measured?

OWNER

- ☐ Who remains accountable for the outcome?

CLASSIFY AS

ASK

AI answers — human decides and acts

ASSIST

Human leads — AI speeds parts of the work

DELEGATE

Human gives a task — AI completes most of it

ORCHESTRATE

Human supervises — agents run workflows

DO NOT AUTOMATE YET

Too much judgement, risk or ambiguity

WARNING SIGNS

- ☐ Starting with headcount reduction
- ☐ Nobody mapped the workflow first
- ☐ ROI excludes checking and failure time
- ☐ Agent has administrator permissions
- ☐ External actions without approval
- ☐ No named workflow owner
- ☐ No tested way to stop the agent
- ☐ Automating a broken process

APPROVAL GATE

Require human approval before:

- External communications
- Financial transactions
- Data deletion or permission changes
- Irreversible actions

OPERATIONAL HEARTBEAT

Review delegated tasks, permissions, errors, human corrections, costs and business value regularly — do not assume agents remain under control.

MOVE WORK TO AI ONE TASK AT A TIME BEFORE TRYING TO MOVE AN ENTIRE JOB.