

Brevity AI Workflow Workshop · Prep Pack

Goal

This prep pack helps prepare a Brevity AI Workflow Workshop with a concrete implementation target. The goal is not a generic AI demo, but an implementation-ready pilot brief for one real business process.

Please collect before the session

- One recurring workflow with visible friction
- 3 to 5 anonymized examples or screenshots
- Involved roles and approval steps
- Relevant documents, systems, rules and exceptions
- Known privacy, compliance or customer-data boundaries

Workshop input

1. Workflow name
2. Who starts the process?
3. Which information is checked?
4. Which decisions are made?
5. Which systems or documents provide context?
6. Where do errors, waiting time or copy-paste effort appear?
7. What may AI see, cite, suggest or never do?
8. Which person approves critical steps?

Output after the workshop

- Workflow Inventory
- Context Map
- Risk & Access Matrix
- ROI Baseline
- Pilot Brief
- Owner & Approval Path

Privacy note

Do not copy real customer data, passwords, API keys, HR data or confidential contracts into unprotected examples. Anonymized, synthetic or internally approved examples are enough.