

AI use-case brief template

A one-page structure for aligning the process owner, data, security and delivery teams.

Context

Use-case name

Process owner and users

Current workflow and problem

Solution

Action or decision supported by AI

Expected outcome for the user

What AI must not do

Data and control

Data sources and owners

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Sensitive data and access roles

How correctness is validated

When human approval is required

Pilot decision

Pilot boundaries

Acceptance criteria

Stop conditions

Next management decision

Use concrete examples. If correctness cannot be validated, the use case is not ready for a pilot.