

Use Case Prioritization Checklist

Find Your First AI Win (Without the Burnout)

Not all AI use cases are created equal. Some build momentum. Others create resistance. Use this checklist to identify the use case that will give you a quick win and set the foundation for scaling later.

PART 1: The Quick Filter (Yes/No Questions)

Before you invest time in building a use case, make sure it passes these **three tests**:

- Is this a high-frequency, time-consuming task? (Does it happen at least weekly?)
- Is the current process clearly broken? (Are people frustrated by it?)
- Can success be measured quickly? (Will you know within 30 days if it worked?)

If you answered "No" to any of these, pick a different use case.

PART 2: The Prioritization Matrix (Scoring System)

Rate your potential use case on these **four criteria** (1 = Low, 5 = High):

- | | |
|---|--|
| <p>1. Impact Potential: (___/5)</p> <ul style="list-style-type: none"> ● How much time/frustration will this save? ● Will success be visible to stakeholders? | <p>2. Ease of Implementation (___/5)</p> <ul style="list-style-type: none"> ● Can this be done with existing tools? ● Does it require minimal training? |
| <p>3. Safety Level (___/5)</p> <ul style="list-style-type: none"> ● How safe is this to test? (1 = High risk if it fails, 5 = Very safe to experiment) ● Will anything critical break if this doesn't work? ● Is the data public and non-sensitive? | <p>4. Champion Availability (___/5)</p> <ul style="list-style-type: none"> ● Do you have 1-3 people excited to try this? ● Can they dedicate time to iterate and learn? |
- Total Score:** ___/20

PART 3: Decision Framework (Your Reality Check)

16-20 Points

This is your first use case. Start here.

11-15 Points

Good potential, but refine the scope to increase ease of implementation.

6-10 Points

Too complex or too low-impact for a first win. Keep exploring.

0-5 Points

Wrong use case. Start over.

PART 4: Your First Use Case (Fill in the blank)

Based on your scoring, define your use case:

The Pain Point: _____

Make note of the current time or effort this task takes to measure against your success metric.

The Tool/Approach: _____

Success Metric:

In 30 days, I want to see: _____

Champions (Others who can do this with me):

1. _____

2. _____

3. _____

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