

30-Day AI Pilot Log

One task, one team, one tool, one month — then an honest decision

Pilot setup

Task: _____

Tool: _____

Team (2–5 people): _____

Start date: _____

Day-30 review booked for: _____



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Baseline week (before the tool arrives)

	Mon	Tue	Wed	Thu	Fri
Time per item (mins)					
Items handled					
Corrections needed					
Tedium score (0–10)					

Daily log (during the pilot month)

At the end of each day, jot the time saved (or lost) and any problems. Rough and honest beats precise and abandoned.

Week	Time saved / lost vs baseline	Problems, wins and notes
Week 1		
Week 2		
Week 3		
Week 4		

Week 1 check-in (15 mins)

- ☐ Logins, access and setup all working?
- ☐ Team clear on what may go into the tool?
- ☐ One obstacle to fix this week: _____

Week 2 check-in (15 mins)

- ☐ Numbers still being recorded daily?
- ☐ Human review happening on every output?
- ☐ One obstacle to fix this week: _____

Day-30 decision

☐ Keep and expand

Clear gain, team wants to continue

☐ Adjust and re-run

Some benefit — change one thing, run another month

☐ Drop it

No measurable gain — cancel before renewal, keep the notes

Why we decided this: _____

A pilot that ends in “drop it” is a success — it answered the question cheaply.

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