

WORKFLOW SELECTION

AI Workflow Prioritization Matrix

A worksheet for ranking where AI should enter operations first.

WHAT THIS TEMPLATE HELPS YOU DECIDE

Compare workflows by value, context readiness, risk, ownership, recurrence, and implementation effort before choosing what to build.

BEST FOR

- Leadership teams comparing multiple AI opportunities
- Operators who need a rational first workflow
- Teams avoiding scattered AI experiments

OUTPUTS

- A ranked workflow shortlist
- A visible risk/value tradeoff
- A stronger first-system decision

STEP 1

Frame the operating need

Start with the workflow, decision, owner, and business pressure. The template is useful only when it is grounded in a real operating moment.

Operating frame

Workflow candidate

Name the workflow, decision, report, handoff, or operating loop.

Business pressure

Describe what is slow, inconsistent, risky, expensive, or unclear today.

Primary owner

Name the role accountable for the workflow outcome.

Readiness check

- ☐ The workflow happens often enough to compound value
- ☐ The business outcome can be measured
- ☐ The required context sources are known
- ☐ A human owner can review exceptions
- ☐ The first version can be scoped without a full platform rewrite

STEP 2

Map the architecture questions

Use this page to separate the parts of the system that need design before anyone jumps to tools, prompts, or implementation details.

Design map

Value	How much decision quality, time, revenue, or operating clarity could improve? _____
Context readiness	Are the data, documents, or records accessible, trusted, and current? _____
Risk	What customer, financial, compliance, or operational harm could occur if this fails? _____
Owner clarity	Who can approve rules, review outputs, and handle exceptions? _____
Effort	What integrations, permissions, UI surfaces, and workflow changes are required? _____

Prioritization protects the business from treating all AI opportunities as equal. The right first workflow makes the architecture easier to prove.

STEP 3

Turn the answers into a brief

A strong brief makes the next decision easier: proceed, defer, redesign, govern, or assess more deeply before implementation.

Decision brief

Top candidate	Which workflow should move first, and why?
Defer	Which attractive ideas should wait because context, ownership, or risk is unclear?
Proof target	What result would prove the first workflow is worth expanding?
Next step	What architecture question must be answered before build?

Choose the first AI workflow with discipline.

IntelliSync helps teams rank AI opportunities by workflow value, context integrity, governance need, and implementation sequence.

[Open Architecture Assessment](#)