

BYTEC AI TRANSFORMATION · CHECKLIST

Ready for your first AI pilot?

Fourteen questions for management, related to one specific workflow. The more you answer with yes, the better suited it is for a first pilot.

Which workflow are you checking? _____

01 · THE WORKFLOW		YES	NO	OPEN
01	The workflow occurs at least several times a week.	☐	☐	☐
02	It follows clear rules that can be written down.	☐	☐	☐
03	We roughly know how much time it takes per month.	☐	☐	☐
04	An error in it would not have serious consequences.	☐	☐	☐

02 · DATA AND SYSTEMS		YES	NO	OPEN
05	The necessary information is available digitally, for example in emails, PDFs or software.	☐	☐	☐
06	Our systems have interfaces or can export data.	☐	☐	☐

03 · BENEFIT AND LEADERSHIP		YES	NO	OPEN
07	We know what we will do with the time freed up, for example take on more orders or reduce overtime.	☐	☐	☐
08	Management releases time and budget for a pilot.	☐	☐	☐
09	We define in advance how we will measure success.	☐	☐	☐

04 · ORGANISATION		YES	NO	OPEN
10	One person is responsible for the pilot internally. ♦	☐	☐	☐
11	The team is open to it and checks the results in the first weeks.	☐	☐	☐
12	Anything that goes out is approved by a person first. ♦	☐	☐	☐

05 · DATA PROTECTION		YES	NO	OPEN
13	We know whether sensitive personal data is involved, for example health data.	☐	☐	☐
14	We clarify by contract whether a provider uses our data for training and where it stores it. ♦	☐	☐	☐

ABOUT YOUR COMPANY · OPTIONAL, NOT SCORED

Employees in total _____ Departments _____ Employees in the area _____

AI could help in _____

What budget is planned for AI projects in the next year?

☐ not decided yet
 ☐ up to CHF 10,000
 ☐ CHF 10,000 to 30,000
 ☐ CHF 30,000 to 75,000
 ☐ over CHF 75,000

Your assessment: count your yes answers.

- 12 to 14 yes** Good conditions for a first pilot.
- 7 to 11 yes** Feasible. Clarify the open points before you start.
- fewer than 7 yes** Lay the groundwork first or choose a different workflow.

♦ Questions marked with a diamond must be answered with yes before you start, regardless of the total. A first orientation, not a scientific assessment.

Feel free to email the completed checklist to info@bytec.ag. In the initial conversation we go through the answers with you.

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