

AI Scorecard Quick-Start Checklist

AI INNER CIRCLE • WEEKLY INTELLIGENCE

- ☐ **1.** List all AI-driven workflows and automations for each client.
- ☐ **2.** Define 'useful work' for each workflow, what outcome counts?
- ☐ **3.** Set up custom fields to track completed tasks and task success rates.
- ☐ **4.** Calculate cost per successful task (time, credits, resources).
- ☐ **5.** Monitor workflow dependability: record errors, delays, and fixes.
- ☐ **6.** Track resource usage (API calls, compute hours, team time).
- ☐ **7.** Create a simple dashboard showing all four scorecard metrics.
- ☐ **8.** Schedule automatic weekly reports to clients or stakeholders.
- ☐ **9.** Review and update metrics monthly for continuous improvement.
- ☐ **10.** Include a feedback link so clients can comment on reported results.