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AI Opportunity Finder



Score 20 everyday processes and find the three where AI pays back first.

Strategy, Operations, Quick wins

Imran Anwar · Fractional Chief AI Officer

imrananwar.ai

How to use this

Most businesses start with AI in the wrong place. They pick the shiniest idea, not the one that pays back. This sheet fixes that.

1. Get two or three people round a table who know the day-to-day work. Give yourselves 45 minutes.
2. Score each process on page 2 from 1 to 5 against the five criteria below. Go with your gut. Don't debate a single score for more than a minute.
3. Add up each row. Highest totals rise to the top.
4. Pick your top three on page 3, give each one an owner and a first step this month.

Check the red flags before you commit.

The five criteria

Score every process 1 to 5 on each. A higher score always means a better place to start.

Criterion	What it asks	1 means	5 means
A. Hours	How much team time goes on this each week?	Under 1 hour a week across the team	Over 20 hours a week across the team
B. Repetitive	How similar is the task each time?	Different every time, needs fresh judgement	Same steps, same inputs, nearly every time
C. Data ready	Is the information it needs digital and easy to reach?	On paper, in heads or scattered everywhere	Digital, in one or two systems, reasonably tidy
D. Low risk (reverse scored)	How bad is it if the output is wrong?	A mistake hurts customers, money, people or the law	A mistake is cheap, easy to spot and easy to fix
E. Impact	Does doing it better help customers or revenue?	No one outside the team would notice	Customers feel it fast or revenue moves

Reverse scored means you flip your instinct. High risk gets a **low** score, so risky processes sink down the list.

Maximum total per process: **25**.

Scoring table

Score each box 1 to 5. Add A to E for the total. Use the last two rows for processes specific to your business.

Quick read of your totals

- **20 to 25:** strong candidate. Shortlist it.
- **14 to 19:** worth a look once the first wins are in.
- **Under 14:** park it for now.

A tie? Pick the one with the higher score in D (low risk). Early wins should be safe wins.

#	Area	Process	A. Hours	B. Repetitive	C. Data ready	D. Low risk	E. Impact	Total (out of 25)
1	Sales	Writing proposals and quotes						
2	Sales	Updating the CRM after calls and meetings						
3	Sales	Researching prospects before a meeting						
4	Marketing	Drafting social posts and newsletters						
5	Marketing	Turning one piece of content into several formats						
6	Marketing	Pulling together the monthly marketing report						
7	Customer service	Replying to common customer emails						
8	Customer service	Sorting and routing incoming enquiries						
9	Customer service	Summarising customer feedback and reviews						
10	Finance	Entering and coding supplier invoices						
11	Finance	Chasing overdue payments						
12	Finance	Writing month-end commentary on the numbers						
13	Finance	Checking expense claims						
14	HR	Writing job adverts and role descriptions						
15	HR	Shortlisting CVs						
16	HR	Answering staff questions about policies						
17	HR	Preparing new starter onboarding packs						
18	Operations	Taking meeting notes and action lists						
19	Operations	Writing and updating process documents						
20	Operations	Planning rotas, schedules or stock orders						
21								
22								

Your top three

Take your three highest totals. Sense-check them against the red flags below, then fill this in.

	Process	Why it pays back first	Owner	First step this month
1				
2				
3				

Good answers look like this. "Why it pays back first" names the time or money at stake in one line. "Owner" is one named person, not a team. "First step" is something you can finish in under two weeks, such as "Run 20 real customer emails through an AI draft and compare with what we sent."

Red flags: don't start here

Tick any that apply to a shortlisted process. One tick means think twice. Two ticks means pick another.

- [ ] **It decides about people.** Hiring, pay, performance or anything that affects someone's job. Start with drafting help, never the decision itself.
- [ ] **It uses sensitive personal data** and you haven't checked how UK GDPR (or your local data rules in the GCC) applies.
- [ ] **No one owns it.** If nobody is accountable today, AI won't fix that.
- [ ] **The process is already broken.** Automating a messy process gives you a faster mess. Tidy it first.
- [ ] **A wrong answer goes straight to a customer** with no human check in between.
- [ ] **The data lives on paper or in one person's head.** Get it written down first.
- [ ] **It happens a few times a year.** Low volume rarely pays back, no matter how clever the tool.
- [ ] **It needs a big system change** before you can even test it. Look for something you can trial in weeks, not months.

Before you start any of the three, agree how you'll measure it. Note the hours spent today, so in 90 days you can show the difference.

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Want help running this?

This sheet gets you a shortlist. The hard part is turning three good ideas into results your team actually uses.

I run this exercise with leadership teams at 50 to 200 person businesses across the UK and the GCC. We score the processes together, pressure-test the top three, and leave with a 90-day plan and named owners.

Use the template alone, or bring me in to run it.

Book a 30-minute call at imrananwar.ai

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AI strategy from someone who builds it.

More free tools from my board work at imrananwar.ai: 90-Day AI Roadmap, AI ROI Worksheet, Board AI Briefing and the AI Acceptable Use Policy.

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AI Acceptable Use Policy



A ready-to-adapt AI policy for employees. Ten clauses, plain English.

Governance, Risk, People

Imran Anwar · Fractional Chief AI Officer

imrananwar.ai

> **How to use this template.** Replace every highlighted bracket. Delete anything that does not fit your business. Keep it short. Then share a one-page summary with every team. This template is general information, not legal advice. Check it against your contracts, sector rules and local data protection law.

[COMPANY NAME] AI ACCEPTABLE USE POLICY

Version [1.0] · Approved by [name, role] on [date] · Owner: [name, role] · Next review: [date, no later than six months]

1 PURPOSE AND SCOPE

This policy explains how we use artificial intelligence (AI) tools at work safely and well. It applies to all employees, contractors, temporary staff and anyone else who uses [Company name] systems, devices or data, wherever they work.

AI tools include chat assistants (such as ChatGPT, Claude, Gemini and Microsoft Copilot), AI features inside other software, and any system that generates text, images, audio, video or code, or makes predictions or recommendations.

2 APPROVED TOOLS

You may use only the AI tools listed below for work, and only through your [Company name] business account.

Tool	Approved for	Data allowed	Account
[e.g. Microsoft 365 Copilot]	[drafting, summarising, analysis]	[internal and confidential]	[company SSO]
[e.g. ChatGPT Business / Claude for Work]	[drafting, research, coding]	[internal, no personal data]	[company workspace]
[]	[]	[]	[]

Any other AI tool, including free versions and browser extensions, needs approval before you use it for work (see section 8).

3 DATA YOU MUST NEVER ENTER

Unless a tool in section 2 is specifically approved for it, never enter:

- personal data about customers, staff, candidates or anyone else
- information we hold under an NDA or client contract
- passwords, access keys, account numbers or security details
- unpublished financial results, pricing, bids, deals or board papers
- [anything else specific to your business, e.g. patient records, source code]

If you are not sure whether something is allowed, do not enter it. Ask [name or team].

4 HUMAN REVIEW

AI can be wrong, out of date or biased, and it can sound confident when it is. You must check every AI output for accuracy, fairness and tone before you use, send or publish it. You are responsible for the final work, not the tool.

AI must not make final decisions about people, such as hiring, pay, performance, credit or access to services, without **[a documented human review and approval by name/role]**.

5 BEING OPEN ABOUT AI

Tell your manager, client or colleague when AI has made a material contribution to work they are relying on. Follow any client contract or regulator rule that requires AI use to be disclosed. Never present AI output as a person's personal advice or opinion when it is not.

6 INTELLECTUAL PROPERTY

Work you create with AI for **[Company name]** belongs to **[Company name]** under your employment or contractor terms. Do not use AI to copy or closely imitate other people's protected work, such as text, images, logos, music or code, and check licences before using AI-generated material commercially.

7 SECURITY

- Use business accounts with single sign-on. Never use a personal AI account for work.
- Keep settings that stop our data being used to train public models switched on, where the tool offers them.
- Do not install AI browser extensions, plug-ins or apps that read your email, files or screen without approval.
- Treat AI-generated links, code and files with the same caution as anything from an unknown sender.

8 NEW TOOLS AND NEW USES

To request a new AI tool or a new use of an approved tool, contact **[name, team or form link]** with what you want to do, which data is involved and the benefit. We aim to reply within **[10 working days]**. New uses that affect customers or decisions about people need a risk check first.

9 TRAINING

Complete **[our short AI training]** before using AI tools for work, and a refresher when this policy changes. Managers make sure their teams have done so.

10 MISTAKES, BREACHES AND REVIEW

If you think you have entered data you should not have, or an AI output has caused a problem, tell **[name or team]** straight away. Reporting quickly matters more than blame. We will help put it right and learn from it. Breaking this policy on purpose may lead to disciplinary action.

This policy is owned by **[name, role]** and reviewed at least every six months, or sooner if the law, our tools or our use of AI changes.

ONE-PAGE SUMMARY FOR YOUR TEAM

Do

- ☐ Use the approved tools on your business account
- ☐ Check every output before you use it
- ☐ Say when AI helped with important work
- ☐ Ask before trying a new tool
- ☐ Report mistakes straight away

Don't

- ☐ Use personal AI accounts for work
- ☐ Enter personal or client confidential data into unapproved tools
- ☐ Let AI make decisions about people on its own
- ☐ Install AI extensions without approval
- ☐ Copy other people's work with AI

SIGN-OFF

Approved by	Role	Signature	Date

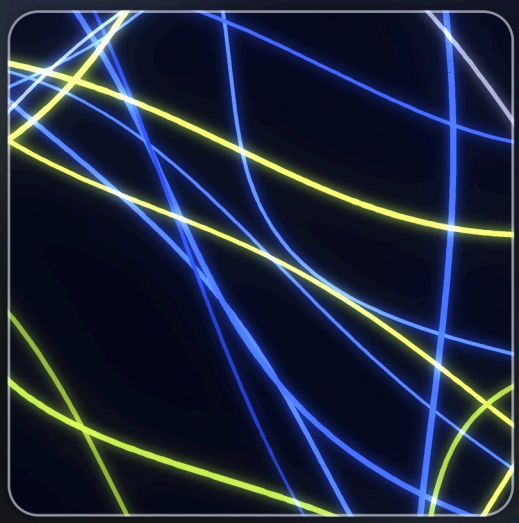
> Data protection laws to reference for your business: UK GDPR and the Data Protection Act 2018 (UK). The Personal Data Protection Law (Saudi Arabia). The federal Personal Data Protection Law, and DIFC or ADGM rules where they apply (UAE). The EU AI Act if your AI is used in the EU.

Template by Imran Anwar, fractional Chief AI Officer · imrananwar.ai · Free to adapt for use inside your organisation. Want it set up for you? Book a call at imrananwar.ai.

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The 90-Day AI Roadmap



One process, one quarter. Plan it on one page, track it week by week.

Delivery, Planning, Results

Imran Anwar · Fractional Chief AI Officer

imrananwar.ai

90-Day AI Roadmap

One process, one quarter. Plan it on one page, track it week by week.

How to use this

Pick one process. Just one. The best candidate is a task your team repeats every week that eats time and frustrates people. If you used the AI Opportunity Finder, take your top scorer.

1. Fill in the one-page plan below with your leadership team. Aim for 45 minutes, not a day.
2. Agree the success measure before you start. Write down today's number so you can prove the change.
3. Use the 13-week tracker in your weekly meeting. Five minutes, tick what's done, note the blockers.
4. On the decision date, complete the review and make a clear call: scale, change or stop.

Stopping is a good result if you learn cheaply.

The one-page plan

Item	Your answer
The process we're improving	
The problem in one sentence	
Success measure (what we'll count)	
Baseline (today's number and how we measured it)	
Target (the number by week 13)	
Owner (one named person, accountable)	
Team (who does the work and who tests it)	
Tools (what we'll use or trial)	
Budget ceiling (the most we'll spend this quarter)	
Data needed (what the tool will see, where it lives, who signs it off)	
Go/no-go decision date	

Risks and how we'll manage them

Risk	How likely (low, medium, high)	What we'll do about it	Who watches it
Example: staff don't trust the output		Keep a person checking every result during the pilot	
Example: personal or client data goes into a tool it shouldn't		Agree the rules first and check how UK GDPR applies to this data	

Tip: a good success measure is something you already count, such as hours per week, turnaround time, error rate or cost per case.

13-week tracker

Tick each week as you go. The milestones are suggestions. Change them to fit your process.

Phase 1. Weeks 1 to 4: map and prepare

Week	Planned milestone	Done	Measure this week	Blockers
1	Map the process step by step as it runs today, with the people who do it	☐		
2	Record the baseline measure and agree where the data comes from	☐		
3	Shortlist tools, check data rules and get sign-off on what data can be used	☐		
4	Choose the tool, pick the pilot group and set up access and training	☐		

Phase 2. Weeks 5 to 9: pilot with a small group

Week	Planned milestone	Done	Measure this week	Blockers
5	Pilot starts with a small group, with a person checking every output	☐		
6	Collect feedback, fix the obvious problems in prompts or setup	☐		
7	Compare this week's measure with the baseline	☐		
8	Write a simple how-to guide from what the pilot group has learned	☐		
9	Midpoint check with the owner: on track, adjust or pause	☐		

Phase 3. Weeks 10 to 13: measure, decide, scale or stop

Week	Planned milestone	Done	Measure this week	Blockers
10	Pull together the full results against the baseline and target	☐		
11	Work out the real cost so far and the time or money saved	☐		
12	Present findings to the leadership team with a recommendation	☐		
13	Go/no-go decision made and the next step agreed	☐		

End of quarter review

Complete this on your go/no-go decision date. Keep it honest and short.

Question	Your answer
Did we hit the target? Baseline, target and actual result	Baseline: / Target: / Actual:
Did we stay within the budget ceiling?	☐ Yes / ☐ No / Spent:
What worked	
What didn't work	
What we learned about our data, people or process	
What staff in the pilot said	

Our decision

☐ **Scale.** It worked. Roll it out to more of the team.

☐ **Change.** Promising, but we need to adjust and run another short pilot.

☐ **Stop.** It didn't pay back. We keep the lessons and move to the next process.

Next step	Owner	By when

Signed off by: _____ / Date: _____

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Want help running this?

This roadmap works well on its own. Some teams prefer someone in the room who has done it before, to pick the right process, keep the quarter on track and make the go/no-go call with confidence.

That's what I do with leadership teams in the UK and the GCC.

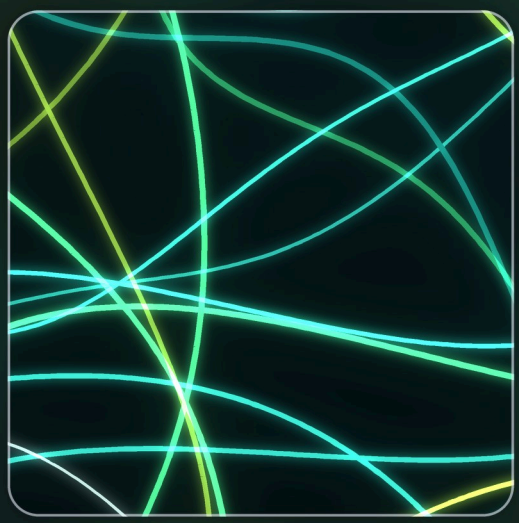
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The AI ROI Worksheet



Cost, time saved and payback, with a worked example for your finance director.

Finance, ROI, Board

Imran Anwar · Fractional Chief AI Officer

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AI ROI Worksheet

Cost, time saved and payback, with a worked example for your finance director.

How to use this

Pick one AI use case. Just one. Fill in the three blocks below in pounds. Everything is monthly except the one-off costs.

1. **Costs.** What you pay once to get going, and what you pay every month to keep it running.
2. **Benefits.** What you get back each month. Only count what you can measure.
3. **Results.** Three simple sums tell you whether it pays, and how fast.

Use real quotes and real timesheets where you can. Where you have to guess, write it down and say so. Then run a low case on page 2 before anyone signs anything. A worked example follows on page 3 if you want to see it done first.

Block 1: Costs

One-off costs (paid once)

Item	What to include	£
Set-up	Supplier or consultant fees to configure it	
Integration	Connecting it to your email, CRM or other systems	
Training	Courses, workshops, guides for staff	
Internal time	Your own people's hours on the project, at loaded cost	
Total one-off cost		

Ongoing costs (per month)

Item	What to include	£ per month
Licences	Seats or subscriptions	
Usage	Pay-as-you-go charges based on volume	
Support	Supplier support, maintenance, IT time	
Review time	Staff hours checking AI output, at loaded cost	
Total ongoing cost per month		

Block 2: Benefits (per month)

Benefit	How to work it out	Your workings	£ per month
Hours saved	Hours saved per month x loaded hourly cost		
Less error or rework	Hours of rework avoided x loaded hourly cost, or the cost of errors avoided		
Extra revenue or faster cash	Only if you can measure it. Otherwise write £0		
Total monthly benefit			

Block 3: Results

Result	The sum in plain words	Answer
Net monthly benefit	Take the total monthly benefit and subtract the total ongoing cost per month	£
Payback	Divide the total one-off cost by the net monthly benefit	months
First-year return	Multiply the net monthly benefit by 12. Subtract the total one-off cost. Divide what is left by the total one-off cost, then multiply by 100	%

Reading the results

- If the net monthly benefit is zero or below, the project does not pay as planned. Change the scope or stop.
- Payback tells you how many months until the one-off cost is earned back.
- First-year return tells you what you get back in year one for every pound you put in up front, after that pound is repaid. 100% means you doubled it.

Low case (run this every time)

	Your best estimate	Your low case
Total monthly benefit	£	£
Total ongoing cost per month	£	£
Net monthly benefit	£	£
Payback (months)		
First-year return (%)		

Be honest with your numbers

- [ ] **Count review time.** Someone has to check what the AI produces. Those hours are a cost, every month.
- [ ] **Use loaded cost, not salary.** Add employer costs and overheads to salary, then divide by the hours a person actually works in a year. Ask your finance team for the figure they use.
- [ ] **Only count hours saved if the time goes somewhere useful.** If nobody does anything different with the freed-up hours, you have not saved money. Name where the time goes.
- [ ] **Run a low case.** Cut your benefits by about a third and see if it still pays. If it only works on the best case, it is a bet, not a plan.
- [ ] **Leave out revenue you cannot measure.** "Happier customers" is real but goes in the notes, not the sum.
- [ ] **Include internal time in one-off costs.** Your own team's hours on set-up are not free.
- [ ] **Measure before you start.** Time the task for two weeks now, so you can prove the saving later.
- [ ] **Check the data side.** Before customer or staff data goes into any AI tool, check how UK GDPR or your local data rules apply.

Worked example

Example only. This is a fictional business with invented, illustrative round numbers. Use your own figures.

The business: a 120-person firm with a customer service team of eight. The team answers about 3,000 customer emails a month. The plan: use AI to draft first responses, with a person checking and sending every reply.

Loaded hourly cost: a salary of £40,000 plus employer costs and overheads comes to about £54,000 a year. Divided by about 1,800 working hours, that gives **£30 an hour**.

Block 1: Costs

One-off item	£
Set-up	3,000
Integration with the email system	4,000
Training for the team	1,500
Internal time (50 hours at £30)	1,500
Total one-off cost	**10,000**

Ongoing item	£ per month
Licences	400
Usage	150
Support	150
Review time (20 hours at £30)	600
Total ongoing cost per month	**1,300**

Block 2: Benefits

Benefit	Workings	£ per month
Hours saved	3,000 emails x 2 minutes saved = 6,000 minutes = 100 hours. 100 x £30	3,000
Less rework	10 fewer hours fixing wrong or incomplete replies. 10 x £30	300
Extra revenue or faster cash	Not measurable yet, so left out	0
Total monthly benefit		**3,300**

Where the time goes: the team uses the 100 freed hours to clear a backlog of callback requests. That is why the saving counts.

Block 3: Results

Result	Workings	Answer
Net monthly benefit	£3,300 minus £1,300	**£2,000**
Payback	£10,000 divided by £2,000	**5 months**
First-year return	(12 x £2,000 = £24,000, minus £10,000 = £14,000) divided by £10,000	**140%**

Low case

The team saves 70 hours a month instead of 100, and rework drops by less than hoped. Total benefit falls by about a third, from £3,300 to £2,300.

	Best estimate	Low case
Hours saved	£3,000 (100 hours)	£2,100 (70 hours)
Less rework	£300	£200
Total monthly benefit	£3,300	£2,300
Total ongoing cost per month	£1,300	£1,300
Net monthly benefit	£2,000	£1,000
Payback	5 months	10 months
First-year return	140%	20%

What to tell your finance director: on our best estimate this pays back in five months. On the low case it still pays back within the first year. We will time the task for two weeks before launch and report the real figures at month three.

Want help running this?

This worksheet gives you the numbers. The harder part is picking the right use case, getting honest figures out of the team, and making the saving real once it goes live.

That is the work I do with leadership teams at UK and GCC businesses with 50 to 200 staff.

Book a 30-minute call at imrananwar.ai

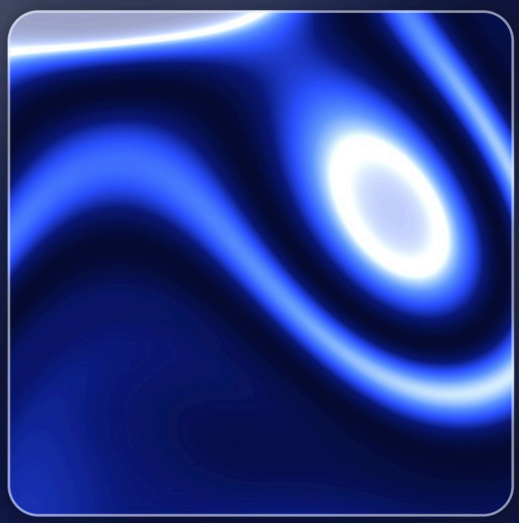
We will look at your use case together and pressure-test the numbers before you commit.

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The Board AI Briefing



Ten questions every board should ask about AI, and the red flags to listen for.

Board, Governance, Leadership

Imran Anwar · Fractional Chief AI Officer

imrananwar.ai

How to use this

Send this to your leadership team a week before the board meeting, so nobody gets ambushed. In the meeting, ask the ten questions in order. Listen for the "good answer" and note any red flags you hear. Then rate each question green, amber or red on the scoring grid (page 3) and agree three actions before you close the item.

You don't need to be technical to run this. You need to ask clearly and keep asking until the answer is plain. Allow 45 to 60 minutes. Run it again in six months and compare the grids.

The ten questions

1 Where will AI create value for us, and how much?

Why it matters: AI without a business reason becomes an expensive hobby. The board should hear a link to revenue, cost, speed or quality.

> **A good answer sounds like:** "We've picked three processes where AI saves the most time. Here's what each one costs today and what we expect to save."

Red flags to listen for:

- "Everyone else is doing it, so we need to."
- A list of tools with no named process or number attached.
- Value described only as "efficiency" with nothing you could measure.

2 Who owns AI here?

Why it matters: If everyone owns it, nobody does. One accountable person keeps decisions, spend and risk in one place.

> **A good answer sounds like:** "Our COO owns it at leadership level. She reports to the board each quarter and has a small group from operations, finance and IT behind her."

Red flags to listen for:

- "IT is looking at it." (AI is a business decision first.)
- Several people each think the others own it.
- The owner has no time, budget or authority to act.

3 What AI are we already using, including what staff use on their own?

Why it matters: In many businesses, staff already use more AI than leadership realises. They often use free tools with company information, and the board can't manage what it can't see.

> **A good answer sounds like:** "We asked every team. Here's the list of tools in use, who uses them and for what. We've approved some, paused one and given staff a clear policy."

Red flags to listen for:

- "Nobody here uses AI yet."
- No acceptable use policy, or one that nobody has read.
- Staff pasting customer or financial data into free tools and leadership only finding out by accident.

4 What data does AI touch, and how do we protect it?

Why it matters: Customer, staff and financial data carry real legal and trust risk. The board needs to know where that data goes once AI is involved.

> **A good answer sounds like:** "We know which tools see personal or confidential data. We've checked how UK GDPR and any other relevant rules apply with our data protection lead, and we've kept sensitive data out of tools that don't meet our standard."

Red flags to listen for:

- "The supplier handles all that."
- Nobody can say where data is stored or whether it's used to train someone else's model.
- Data protection hasn't been part of the conversation at all.

5 How are we keeping AI secure?

Why it matters: AI tools add new ways in for attackers and new ways for information to leak. Security has to be part of the plan, not an afterthought.

> **A good answer sounds like:** "Every AI tool goes through the same security check as any other software. Access uses company accounts, and we can switch any tool off quickly."

Red flags to listen for:

- Tools signed up for on personal email accounts or personal cards.
- No one has asked the security team, or there isn't one to ask.
- "It's only a chatbot, it can't do any harm."

6 How do we check AI output is right, and where does a human sign off?

Why it matters: AI can be confidently wrong. Anything that reaches a customer, a regulator or the accounts needs a person who checks it and owns it.

> **A good answer sounds like:** "For each use, we've decided what a person reviews before it goes out. We spot-check quality weekly and log mistakes so we can fix them."

Red flags to listen for:

- "The AI is very accurate, so we don't need to check."
- No one can name who signs off on AI-produced work.
- Mistakes get fixed quietly with no record.

7 Which suppliers are we relying on, and how easily could we switch?

Why it matters: AI tools and prices change fast. Getting locked into one supplier can leave you with rising costs and no way out.

> **A good answer sounds like:** "We know our main AI suppliers, what we pay and what our contracts say about data and exit. We could move our key work elsewhere in weeks, not months."

Red flags to listen for:

- Long contracts signed with no exit or data return terms.
- Costs that rise with usage and nobody tracks them.
- "We've built everything around one product."

8 Do our people have the skills, and how are we bringing them with us?

Why it matters: AI only pays back when people use it well. Fear of job loss can quietly stall any rollout.

> **A good answer sounds like:** "We've trained a first group of champions in each team. We've told staff honestly what will change and what won't, and we're tracking who uses the tools."

Red flags to listen for:

- One person in the business "knows AI" and everyone else waits for them.
- No training budget or time set aside.
- Staff heard about AI plans through rumour first.

9 How will we measure the return?

Why it matters: If you don't measure before you start, you can't prove the gain afterwards. The board should see a baseline and a payback date.

> **A good answer sounds like:** "We measured how long the process takes today. We'll report hours saved, cost and payback monthly, and we'll stop anything that misses its target after one quarter."

Red flags to listen for:

- No baseline taken before the project started.
- Success measured by "usage" or "excitement" alone.
- Payback always "next quarter".

10 How much risk are we willing to take, and when do we stop?

Why it matters: The board sets the appetite for risk. Clear stopping rules mean a bad project ends early instead of draining money and trust.

> **A good answer sounds like:** "We've agreed what we won't use AI for. Each project has a budget limit and a review point, and we know what would make us pause it."

Red flags to listen for:

- No list of uses that are off limits.
- Nobody has ever stopped an AI project, and nobody can say what would trigger it.
- Risk appetite never discussed at board level.

Scoring grid

Rate each answer after you've heard it. **Green:** clear, owned and backed by evidence. **Amber:** partly there, with a plan to close the gap. **Red:** no answer, or one or more red flags.

#	Question	Green	Amber	Red	Notes
1	Where will AI create value, and how much?	☐	☐	☐	
2	Who owns AI here?	☐	☐	☐	
3	What AI are we already using, including staff on their own?	☐	☐	☐	
4	What data does AI touch, and how do we protect it?	☐	☐	☐	
5	How are we keeping AI secure?	☐	☐	☐	
6	How do we check output, and where does a human sign off?	☐	☐	☐	
7	Which suppliers do we rely on, and could we switch?	☐	☐	☐	
8	Do our people have the skills, and are they with us?	☐	☐	☐	
9	How will we measure the return?	☐	☐	☐	
10	How much risk will we take, and when do we stop?	☐	☐	☐	
	Totals				

Date of briefing: _____ **Next review date:** _____

The three actions we agree today

Start with your reds. Pick no more than three actions, give each one an owner and a date, and check them at the next board meeting.

#	Action	Owner	Due by	Done
1				☐
2				☐
3				☐

This briefing is a practical guide, not legal advice. For anything involving data protection or AI regulation, check how the rules apply to your business with a qualified adviser.

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Want help running this?

Book a 30-minute call at imrananwar.ai

I run this briefing with boards and leadership teams across the UK and the GCC. I can chair the session, press for the plain answers and help you turn the reds into a plan your team can deliver.

Use this template alone, or bring me in to run it.

Imran Anwar
AI strategy from someone who builds it.
imrananwar.ai | hello@imrananwar.ai