

AI Automation Audit

Шаблон клиентского отчета: карта повторяемых задач, AI Fit Score, первые AI-сотрудники и план внедрения на 30 дней.

1. Executive Summary

В ходе аудита были найдены повторяемые задачи, которые можно усилить с помощью AI-сотрудников.

Главная рекомендация: начать не с покупки новых сервисов, а с одной повторяемой задачи, где результат легко проверить человеком.

Priority	Task	AI Employee	Expected Benefit	Risk
1				
2				
3				

2. Task Inventory

Task	Category	Owner	Frequency	Time Cost	Pain Point

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3. Recommended AI Employees

Employee 01	Employee 02	Employee 03
Name	Name	Name
Purpose, inputs, outputs and review point. - tasks - inputs - output - review	Purpose, inputs, outputs and review point. - tasks - inputs - output - review	Purpose, inputs, outputs and review point. - tasks - inputs - output - review

4. 30-Day Roadmap

Week 1	Week 2	Week 3	Week 4
Collect examples, choose first task, define quality rules.	Build first AI employee and test on real tasks.	Document workflow and assign human review points.	Measure time saved and choose next automation.

5. Risk and Control Notes

AI should not be used without human review for legal commitments, medical advice, financial guarantees, final contract approval, sensitive client communication, public claims or pricing promises.

Control system: AI prepares -> human reviews -> result is used -> process is improved