



AI Workflow Prioritization Matrix

A worksheet for ranking where AI should enter operations first.

STRUCTURE - CLARITY - BETTER DECISIONS

Practical architecture for accountable AI-enabled work.

What this template is for

Compare workflows by impact, feasibility, risk, measurability, human review, and reversibility before choosing what to build. Use this guide to make the operating choice explicit, test it with evidence, and record who owns the next decision.

BEST USED WHEN

Teams turning architecture work into a reusable operating artifact.

WHO SHOULD BE IN THE ROOM

Include the workflow owner, a person who performs the work, a reviewer with authority to approve or stop it, and the relevant data or tool owner.

CANADIAN CONTEXT

Confirm applicable federal, provincial, territorial, sector, professional, contractual, accessibility, and bilingual-service requirements. Use this workbook as operational preparation, not legal advice.

A five-step working rhythm

01

Impact

How much time, quality, revenue, service, risk, or decision clarity could improve?

02

Feasibility

Are the context, data, permissions, integrations, skills, and operating capacity available?

03

Risk

What customer, financial, compliance, or operational harm could occur if this fails?

04

Measurability

Can the team compare a baseline, acceptance threshold, and ongoing monitoring signal?

05

Human review

Can an accountable person review the right outputs and exceptions without becoming the bottleneck?

Build the working record

Complete one record for one workflow. Write enough to support a decision, not a generic technology wish list.

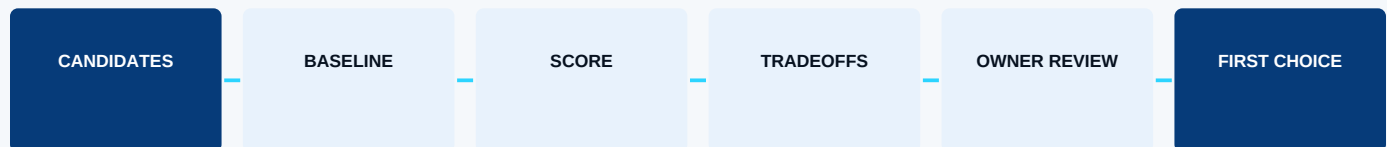
PROMPT	YOUR WORKING NOTES
01 Workflow candidate	
02 Business pressure	
03 Primary owner	
04 Impact	
05 Feasibility	
06 Risk	
07 Decision, owner, evidence, and review date	

Rank intake against proposal drafting

STARTING FRICTION

Both ideas save time, but intake has clearer inputs and a safer approval path for a first pilot.

WORKFLOW MAP



AI-SUPPORTED ROLE

Compare candidate workflows against a consistent impact, feasibility, risk, and reversibility rubric. Flag uncertainty around impact.

HUMAN AUTHORITY

Leaders choose the first workflow and document why attractive alternatives should wait. Resolve the impact question for this case.

PILOT MEASURE

Compare baseline friction, pilot value, risk exceptions, and the cost of human review. Record impact exceptions separately.

DISCUSSION PROMPT

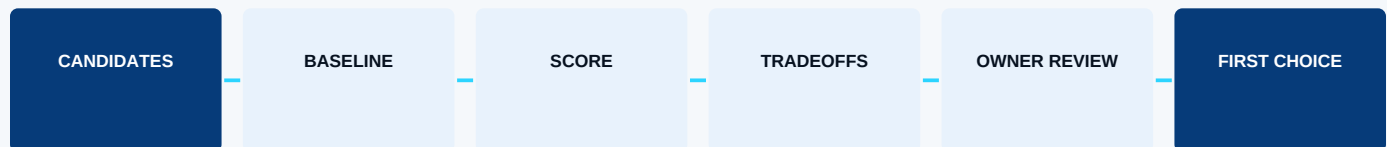
What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Compare ordering and customer replies

STARTING FRICTION

The owner must choose between a measurable stock problem and a customer-facing response use with greater error risk.

WORKFLOW MAP



AI-SUPPORTED ROLE

Compare candidate workflows against a consistent impact, feasibility, risk, and reversibility rubric. Flag uncertainty around feasibility.

HUMAN AUTHORITY

Leaders choose the first workflow and document why attractive alternatives should wait. Resolve the feasibility question for this case.

PILOT MEASURE

Compare baseline friction, pilot value, risk exceptions, and the cost of human review. Record feasibility exceptions separately.

DISCUSSION PROMPT

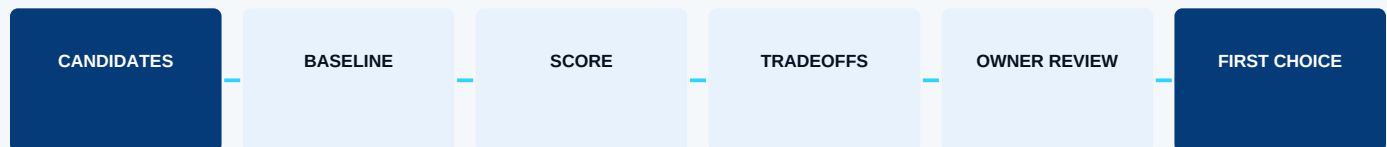
What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Choose a low-risk starting workflow

STARTING FRICTION

Client summaries, reconciliations, and reminders differ in data quality and professional review burden.

WORKFLOW MAP



AI-SUPPORTED ROLE

Compare candidate workflows against a consistent impact, feasibility, risk, and reversibility rubric. Flag uncertainty around risk.

HUMAN AUTHORITY

Leaders choose the first workflow and document why attractive alternatives should wait. Resolve the risk question for this case.

PILOT MEASURE

Compare baseline friction, pilot value, risk exceptions, and the cost of human review. Record risk exceptions separately.

DISCUSSION PROMPT

What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Before the pilot grows

Use these prompts to test whether the proposed workflow can operate responsibly in its Canadian business context.

01

Impact

The workflow happens often enough to compound value. Name the owner and the operating decision before selecting a tool.

02

Feasibility

The business outcome and baseline can be measured. Record the approved sources, permissions, and missing information.

03

Risk

The required context, permissions, and integrations are feasible. Test this boundary with representative and adverse cases.

04

Measurability

A human owner can review the expected volume and exceptions. Preserve review, escalation, and correction evidence.

05

Human review

The first version can be paused, rolled back, exported, or retired. Set a measurable stop condition and the next review date.

06

Readiness to proceed

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

CANADIAN REFERENCE POINTS

Office of the Privacy Commissioner of Canada - Privacy and artificial intelligence
priv.gc.ca/en/privacy-topics/technology/artificial-intelligence/

Government of Canada - Artificial Intelligence guidance, principles, and policy
canada.ca/en/services/science/innovation/artificial-intelligence.html

General operational guidance only. Confirm applicable legal, privacy, cybersecurity, professional, contractual, and regulatory requirements with qualified advisors.