



Model vs Workflow Fit Checklist

A worksheet for deciding whether the model, workflow, context, and review path actually fit.

STRUCTURE - CLARITY - BETTER DECISIONS

Practical architecture for accountable AI-enabled work.

What this template is for

Shift the evaluation from model capability alone to the full operating system required for useful AI-supported work. 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

Capability fit

What must the model be good at for this workflow?

02

Context fit

What does the model need to know, and where does that context come from?

03

Validation fit

How will the system detect weak, unsupported, or risky outputs?

04

Economic fit

Does the model cost match the value and frequency of the workflow?

05

Operational fit

Can the model be used inside the required permissions, UI, and approval path?

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 being evaluated	
02 Model capability required	
03 Operating constraint	
04 Capability fit	
05 Context fit	
06 Validation fit	
07 Decision, owner, evidence, and review date	

Fit extraction before reasoning

STARTING FRICTION

Most intake work is structured extraction; a larger model may add cost without improving the handoff.

WORKFLOW MAP



AI-SUPPORTED ROLE

Test the least costly model class against the actual task, context, latency, and quality threshold. Flag uncertainty around capability fit.

HUMAN AUTHORITY

The owner decides which steps need model judgment and which remain deterministic or manual. Resolve the capability fit question for this case.

PILOT MEASURE

Compare quality, latency, total operating cost, and reviewer correction rate. Record capability fit exceptions separately.

DISCUSSION PROMPT

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

Fit a model to stock exceptions

STARTING FRICTION

Simple reorder thresholds may be deterministic while unusual supplier notes need language understanding.

WORKFLOW MAP



AI-SUPPORTED ROLE

Test the least costly model class against the actual task, context, latency, and quality threshold. Flag uncertainty around context fit.

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PILOT MEASURE

Compare quality, latency, total operating cost, and reviewer correction rate. Record context fit exceptions separately.

DISCUSSION PROMPT

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

Fit summarization to verified figures

STARTING FRICTION

The model may explain reconciled changes but should not invent or recompute financial state.

WORKFLOW MAP



AI-SUPPORTED ROLE

Test the least costly model class against the actual task, context, latency, and quality threshold. Flag uncertainty around validation fit.

HUMAN AUTHORITY

The owner decides which steps need model judgment and which remain deterministic or manual. Resolve the validation fit question for this case.

PILOT MEASURE

Compare quality, latency, total operating cost, and reviewer correction rate. Record validation fit 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

Capability fit

The workflow need is defined before model selection. Name the owner and the operating decision before selecting a tool.

02

Context fit

The context sources are available and governable. Record the approved sources, permissions, and missing information.

03

Validation fit

The model output can be validated or reviewed. Test this boundary with representative and adverse cases.

04

Economic fit

Tool calls or deterministic services handle operational state. Preserve review, escalation, and correction evidence.

05

Operational fit

Cost and latency fit the expected usage pattern. Set a measurable stop condition and the next review date.

06

Readiness to proceed

Model selection should be a consequence of workflow architecture, not a substitute for it.

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.