

Applied AI System Canvas

The Applied AI System Canvas

One page. Fill every box — empty boxes are your to-do list. Print at 11×17 for team work, letter for individual.

Project: _____ **Date:** _____ **Team:** _____

PROBLEM — Who is affected? What happens today? What does it cost? (3 sentences, no adjectives)

PEOPLE — Served / Operators / Touched / Accountable (one name or role each)

TRIGGER — What starts the workflow?

WORKFLOW — Steps in order. Mark waits. Top 3 exceptions.

INPUTS — Sources, formats, permissions

KNOWLEDGE — Sources, owners, update rhythm

AI JOBS — Narrow + checkable, one sentence each. Fallback for each.

DECISIONS — Points, criteria, who decides

APPROVAL GATE — Who approves what, how fast, reviewing what

ACTIONS — Reversible? Logged? Limits?

OUTPUTS — What people receive + the quality bar

METRICS — 3–5, with baseline plan + review rhythm

NEVER-LIST — 5 lines, each with a safeguard and a test

COST — Money + time + attention per action vs. value per action

STOP PROCEDURE — Who, trigger, how (5 minutes or less)

NEXT STEP — One owner, one date
