

Gather the pilot inputs

Enter one value per scenario for each field. Fractions use decimals, for example 0.35 for 35%. Use a dated internal source and named owner. Blank means unknown; zero means a measured or deliberately assumed zero.

1 Horizon

Unit: months. Decision period, integer 1 to 60. Gather: approved budget period. Model Inputs row 8; evidence ID E01.

2 Eligible monthly volume

Unit: items/month. Eligible items before adoption. Gather: dated workload count. Model Inputs row 9; evidence ID E02.

3 Adoption

Unit: fraction. Share of eligible items actually processed. Gather: usage log and team plan. Model Inputs row 10; evidence ID E03.

4 Manual handling time

Unit: minutes/item. Baseline all-in handling time. Gather: timed baseline sample. Model Inputs row 11; evidence ID E04.

5 Human handling with AI

Unit: minutes/adopted item. Paid human time before review; exclude unattended model runtime and separately counted review/rework. Gather: timed pilot sample. Model Inputs row 12; evidence ID E05.

6 Review time

Unit: minutes/adopted item. Review every adopted item. Gather: timed reviewer sample. Model Inputs row 13; evidence ID E06.

7 Rework incidence

Unit: fraction. Fraction of adopted items needing correction. Gather: error and correction log. Model Inputs row 14; evidence ID E07.

8 Rework time

Unit: minutes/reworked item. Additional time per correction. Gather: timed correction sample. Model Inputs row 15; evidence ID E08.

9 Loaded staff rate

Unit: USD/hour. Economic value of staff time, not cash savings. Gather: finance rate assumption. Model Inputs row 16; evidence ID E09.

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10 Cash allocation

Unit: fraction. Share of positive net hours with avoidable spend. Gather: approved overtime or contractor reduction. Model Inputs row 17; evidence ID E10.

11 Avoidable cash rate

Unit: USD/hour. Rate actually removable from budget. Gather: finance evidence; use 0 if none. Model Inputs row 18; evidence ID E11.

12 Ongoing support time

Unit: hours/month. Training, monitoring and maintenance. Gather: owner estimate. Model Inputs row 19; evidence ID E12.

13 Setup staff time

Unit: hours once. Integration, training, measurement, approval. Gather: implementation estimate. Model Inputs row 20; evidence ID E13.

14 Setup external cost

Unit: USD once. Vendor, integration, equipment and exit costs. Gather: quotes or approved estimate. Model Inputs row 21; evidence ID E14.

15 Fixed software cost

Unit: USD/month. Incremental subscriptions only. Gather: vendor quote. Model Inputs row 22; evidence ID E15.

16 Variable usage cost

Unit: USD/adopted item. API, processing and storage. Gather: metered unit cost. Model Inputs row 23; evidence ID E16.

17 Other recurring cost

Unit: USD/month. External monitoring and other cash costs. Gather: cost owner estimate. Model Inputs row 24; evidence ID E17.

18 Setup contingency

Unit: fraction. Reserve applied to internal and external setup. Gather: owner risk assumption. Model Inputs row 25; evidence ID E18.

Measure time without overlap

Use separate time buckets

Manual handling is the all-in baseline human time, including its normal quality work. Human handling with AI is paid operator time before the separate review and correction stages. Exclude unattended model runtime. Review time is the average initial check on every adopted item. Rework time is only the additional correction time when an item needs it. Do not put correction minutes in both review and rework.

Keep support separate

Ongoing support covers monitoring, maintenance, refresher training and incident handling outside the per-item stages. Setup staff hours cover one-time integration, training, measurement and approval work. Do not repeat these hours inside ongoing support. Use a common rate for the current model; if role rates differ, use a justified weighted rate and disclose the simplification.

Record evidence and uncertain values

Record eligible items and adopted items separately. Divide adopted by eligible volume for adoption. Divide reworked by adopted items for rework incidence. If no adopted items exist, do not infer review or rework time from the empty sample; record the gap and use an explicit downside assumption. Enter zero adoption to show the no-use case. Costs can remain positive.

Bring a different case to the owner

If demand, adoption or cost changes by month, the constant run-rate model may be insufficient. Use a shorter decision horizon or your own dated monthly schedule and disclose the limitation. The pack does not forecast demand or verify a supplier quote.