

# Your WISE checklist

Four steps to a clearer AI decision. Tick each box when you can explain your choice.

## MEET MAPLE LANE CLEANING

### A fictional small-business example

The owner wants AI to draft replies about weekly office cleaning. A person will check and send every reply. All business details in this checklist are invented for learning.



## Workflows

Choose one task and decide what AI may do. Keep the business decision with a person.

### YOUR CHECKLIST

- ☐ I have named the task and the person responsible.
- ☐ I know how the task works today.

### THE OWNER'S EXAMPLE DECISION

The owner chooses drafting a first reply to a service enquiry. AI may draft a response, but cannot quote a price, promise availability or send a message.

Before testing, the owner times three replies written without AI, including the final check. This provides a comparison later.



## Information Safety

Decide which facts can enter the tool. Use an account approved for that information.

### YOUR CHECKLIST

- ☐ I have checked the tool and removed information it does not need.
- ☐ I have listed what the AI must not invent.

### THE OWNER'S EXAMPLE DECISION

The owner uses a fictional enquiry and approved public service details. Customer names, email addresses, office access codes and client records stay out of the prompt.

The source says weekly cleaning is offered and a site visit is needed before a quote. No price or visit date is provided. The draft must not supply either.

# Keep people in charge.

Review the output. Measure the whole task. Decide what happens next.



## Supervision

Choose who checks the draft and what stops it from being used.

### YOUR CHECKLIST

- ☐ **A person will compare every draft with the approved facts.**
- ☐ **The reviewer controls release and can stop the task.**

### THE OWNER'S EXAMPLE DECISION

The owner checks the service description, promises and tone. A draft says "\$99 per week, starting Monday." Neither detail is approved, so the owner removes both.

The owner approves the corrected wording before staff use it. An enquiry needing a complaint decision, unusual service or sensitive information is handled by a person.



## Evaluation

Check whether AI improves the whole task, including review and corrections.

### YOUR CHECKLIST

- ☐ **I will record total time and errors, not just drafting speed.**
- ☐ **I have chosen a review point and a continue, change or stop decision.**

### THE OWNER'S EXAMPLE DECISION

In five fictional practice enquiries, the owner records preparation, drafting, review and correction time. They also record invented prices, dates or promises.

After five practice replies, the owner proceeds to a small supervised trial only if every final reply is accurate and the total time improves on the baseline. If errors persist or review takes too long, they revise the prompt or stop.

- ☐ **I can explain my own next step.**

MY TASK

MY REVIEWER

REVIEW DATE

MY NEXT STEP

WISE: Workflows, Information Safety, Supervision and Evaluation. A decision aid, not a certification or a promise of results.