

Map a controlled AI workflow in 5 minutes

A small workflow with clear inputs, outputs, approval points and failure handling.

Timed steps

- Minute 1 - Choose a low-risk example: convert redacted meeting notes into an internal action summary.
- Minute 2 - List steps: receive notes, remove unsuitable information, draft summary, verify against notes, approve, and share.
- Minute 3 - Mark each step as deterministic automation, AI assistance or human judgment. AI can draft; a person checks owners, dates and commitments before sharing.
- Minute 4 - Define failures: missing context, an invented deadline or an unavailable service. Choose a safe response such as requesting clarification or keeping the output as an unsent draft.
- Minute 5 - Trace one normal case and one failed case. Confirm no consequential action occurs without the required approval.

Worked example

Input: redacted meeting notes. AI output: draft action list. Human check: compare every owner and deadline with the notes. Approval: meeting owner. Failure: missing owner stays “unassigned”; it is not guessed. Final action: share only after approval.

Optional AI prompt

Map this workflow: [task]. For each step state input, output, responsible person or system, validation and failure handling. Identify consequential actions requiring human approval. Do not execute the workflow.

Your practice task

Walk through a case with a missing deadline. Show where the workflow stops, who resolves it and how it resumes.

Check your work

Is every output traceable to an input? Are responsibilities and approvals clear? Does the failure path avoid sending or changing something prematurely?

Learning comes before credentials. Completing this reading alone does not issue a certificate. Programme assessment and practical requirements apply.