

2- Week AI Opportunity Assessment



Week 1: Discovery

Understanding the business & identifying pain points



Stakeholder Interviews

3–5 key team members across departments
30–45 min each Remote or in-person
Focus on pain points, repetitive tasks, and decision bottlenecks



Process Analysis

Map current workflows & identify inefficiencies
Tech stack review Data flow
Create simple process maps for 1–2 core business functions



Week 2: Solution Design

Identifying opportunities & creating roadmap



Opportunity Identification

Create solution alternatives & evaluate feasibility
Impact matrix – ROI estimates
Identify 3–5 high-impact AI opportunities with clear ROI



2. Validation & Roadmap

Test assumptions & create execution plan
Feedback sessions – 90-day plan
Create actionable roadmap with one quick-win implementation

Week 1 Deliverables:

Interview summary document
Process flow diagrams
Preliminary pain point inventory

Week 2 Deliverables:

Top 3 opportunity briefs
90-day implementation roadmap
Executive presentation