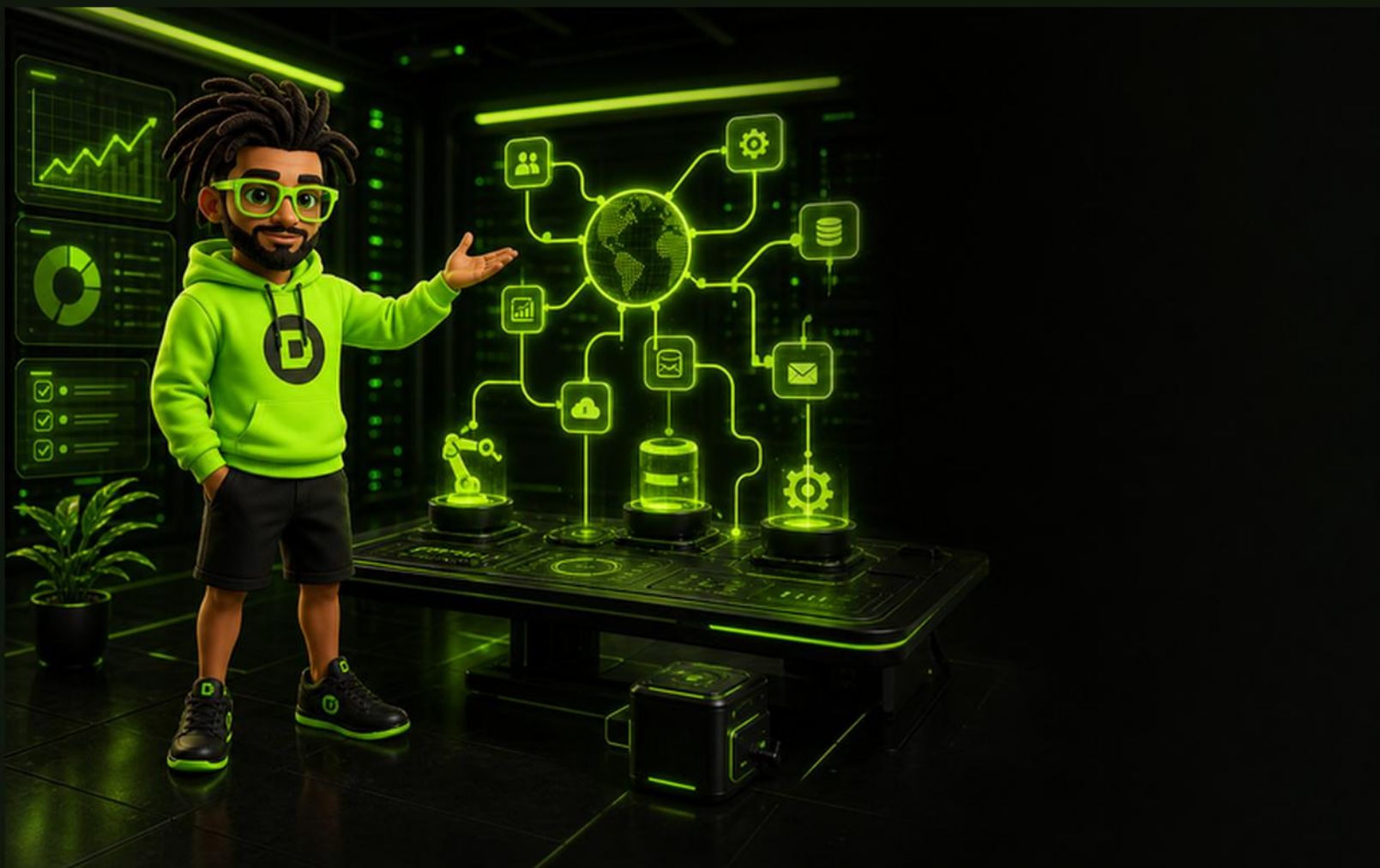




AI Business Transformation Starter Kit

A practical DigLab guide for finding the first workflows to automate, packaging them into a simple rollout, and turning scattered AI ideas into working business systems.

[DIGLAB AI RESOURCES](#)

1. Pick the first automation lane

Start where work repeats every week

- Choose one repetitive workflow with clear inputs, clear outputs, and a human owner who can review results.
- Avoid starting with vague company-wide transformation. Pick a lane that can ship in days, not quarters.

Good first lanes

- Lead intake and qualification.
- Support triage and response drafting.
- Content repurposing and publishing prep.
- Reporting, summaries, and management dashboards.

2. Map the workflow before tools

Write the path

- Trigger: what starts the workflow.
- Inputs: data, files, forms, emails, chats, or CRM records.
- AI task: classify, summarize, draft, enrich, decide, or route.
- Human checkpoint: who approves and what must be checked.
- Output: the exact final object that gets saved, sent, or updated.

Keep the first version narrow

- One trigger, one primary output, one owner.
- No unnecessary integrations until the manual version is proven.

3. Use a simple scoring model

Score each idea from 1 to 5

- Frequency: how often the work happens.
- Pain: how much time or delay it creates.
- Data readiness: whether the required inputs already exist.
- Risk: how costly a wrong output would be.
- Owner clarity: whether someone can test and approve it.

Pick the highest practical score

- A boring workflow with clean inputs usually beats a flashy idea with unclear ownership.

4. Launch with controls

The first release should include

- A test dataset or small pilot audience.
- Visible logs for inputs, outputs, and approvals.
- A rollback route to the old process.
- A weekly review of mistakes, time saved, and handoff quality.

Human approval is a feature

- For business-critical tasks, AI should prepare and route work before it is allowed to act alone.

5. Turn the first win into a system

After the pilot

- Document the workflow, owner, tools, prompts, data fields, and review rules.
- Add monitoring for failures, stale data, and low-confidence outputs.
- Package the pattern so the next department can reuse it with less setup.

Next steps with DigLab

- Use this kit to choose the first automation lane, then build a practical AI workflow that connects to your real tools and business process.