AI Workflow Mapping Template

Document one existing workflow before implementing AI workflow automation or AI orchestration.

Workflow Name:	
Owner:	
Department:	
Volume per Week:	
Average Time Per Instance:	

Current Workflow Steps

#	Description	System	Manual or Auto
1			
2			
3			
4			

Friction Points

Where does work slow down?	
Where do errors occur?	
Where is info missing?	

Baseline Metrics

Avg Completion Time:	
Cost Per Instance:	
Error or Rework Rate:	
Revenue Impact:	