AI for Workflow Improvement and Business Process Automation (No-Code)

Course FAST-08 · 15 hours · Instructor: Wadood Chaudhary · Presented by 7formations

Session 1. See the process (3 hours)

- Process mapping basics
- Where time and errors hide
- When not to automate
- **Lab 1: Map and baseline a process.**

Session 2. Redesign with AI and people (3 hours)

- Human-in-the-loop design
- AI steps: classify, extract, draft, summarize
- Data and permissions
- **Lab 2: Future-state map with checkpoints.**

Session 3. Build (3 hours)

- Triggers, actions, connectors
- Guided build 1
- **Lab 3: Request routing flow.**

Session 4. Build with AI and approvals (3 hours)

- AI extraction and drafting
- Approvals, logging, error handling
- Guided build 2
- **Lab 4: Invoice extraction with approval.**

Session 5. Test and propose (3 hours)

- Break-it testing
- Measuring savings
- Proposal pitches
- **Lab 5: Test log and improvement proposal.**

Worksheets and deliverables

- W1 Current-state process map
- W2 Baseline time study
- W3 Future-state map with controls
- W4 Build checklist
- W5 Break-it test log
- Final improvement proposal

Attendance and completion

- Attendance is recorded at the start and end of every session (live virtual: platform attendance log plus an instructor roll call or poll; in-person: signed sheet).
- A trainee must attend 100% of instructional hours. A missed session may be made up by attending the same session in another scheduled cohort within 30 days; the make-up is logged the same way.
- A trainee must submit every required lab deliverable and score 'Meets' on the final applied task.
- Each completion record is tied to the trainee, the employer FEIN, and the course number, and is kept for the contract retention period.
- Incomplete trainees are not reported as completions and are not billed to anyone. FAST AI pays for completions only; employers and trainees are never charged.
- Optional asynchronous pre-work (under 10% of course time) is supplemental, is not counted as instructional hours, and never substitutes for a live session.

Assessment rubric

Each criterion is scored Not yet / Meets / Strong. Completion requires Meets on every criterion for the final deliverable (resubmission allowed within the course window).

Criterion	Meets standard
Process analysis	Map is complete and baseline measured
Control design	Human approval at every customer, money, or personal-data step
Working build	Flow runs end to end and handles one error
Proposal	Savings, risks, and approval path stated clearly