FAST-09 Projects: AI for Managers and Leaders

FAST-09 AI for Managers and Leaders · 7formations · Instructor: Wadood Chaudhary · All examples fictional · Training, not legal advice

Every project is built on your own team, sanitized: roles instead of names, no employee or customer personal information, no salaries, bids, or confidential figures. Your manager or the business owner should be comfortable reading anything you submit. Scoring: each criterion is Not yet / Meets / Strong; completion needs Meets on every capstone criterion (one resubmission allowed within the course window).

Capstone: 90-Day AI Adoption Plan for My Team

What you produce: a 2-3 page plan, plus three attachments from the labs: W2 use-case matrix, W3 ROI worksheet, W4 team AI use guideline. Peer-reviewed in session 3 and scored by the instructor.

Required sections

Section	Content
Team and starting point	Team size and roles (no names), current AI use (including unofficial use), employer policy status
Chosen pilots	Two use cases from W2, with value and risk reasons; what you parked and why
Business case	W3 math for pilot 1: hours saved incl. checking × loaded cost × weeks, minus tool, training, maintenance; assumptions with sources; weakest assumption
Guideline	W4 attached; how it fits the employer policy and Massachusetts data rules
Phases	Days 1-30, 31-60, 61-90: milestones, owner, date
Training	Who, what, when; before anyone is expected to use AI
Measures	Baseline and target per pilot; team-level only; how results are shared
Communication	Kickoff message, cadence, how questions and concerns are handled
Risks and stop conditions	Top three risks, the control for each, and what would make you stop a pilot

Steps

Step	When	What you do
1	After session 1	List 5 places AI might help your team (activity F09-S1-A5)
2	Session 2	Score 8-10 candidates (W2); ROI for your top pick (W3)
3	Session 3	Write W4; draft the plan; peer review in pairs
4	Within 7 days	Revise using peer and instructor notes; submit

Rubric

Criterion	Not yet	Meets	Strong
Judgment	Pilots chosen without reasons, or a high-risk use case first	Two pilots with sound value and risk reasons; high-risk ideas parked	Data and policy questions identified and assigned before the pilot starts
Business case	Math wrong or checking time left out	Correct math; checking, training, and tool costs included; assumptions stated	Sensitivity shown (what if checking takes twice as long?)
Policy fit	Guideline conflicts with employer policy or allows restricted data	Guideline consistent with employer policy and G.L. c. 93H / 201 CMR 17.00	Reporting path for data slips tied to the employer's security program
Plan quality	Phases, training, or measures missing	Milestones, owners, training, baseline and target, communication present	Stop conditions and a keep/change/stop decision meeting scheduled
People	Monitoring of individuals, or no plan for concerns	Team-level measures; honest message; time for questions	Staff invited to propose and test use cases

Weak vs. strong (one line each)

Weak	Strong
"We'll roll out AI to everyone in January."	"Days 1-30: guideline Nov 2; 45-minute training Nov 5; pilot 1 (guest email replies from approved FAQ) with 4 front-desk staff. Baseline 6.5 h/week (2 weeks of logs); target 3.5 h/week with zero wrong policy statements sent."
"AI will save us a lot of money."	"Net first-year estimate $9,659: 4.67 h/week × $46.89 × 48 weeks, minus $281 training and $563 template maintenance. Weakest assumption: 5 min per letter including checking, re-measured in days 31-60."
"Managers will keep an eye on usage."	"We measure team minutes per task and errors caught in review; staff self-report weekly in two lines; results shared at the week-6 huddle."

Mini project 1: Vendor AI Feature Decision Memo

Scenario: A vendor (fictional) offers to add an AI feature to software your team already uses. You write a one-page buy / build / wait memo for the owner.

Provided (fictional): ClaimDraft Pro proposal excerpt from Lab 1, or any public product page for a tool your employer already licenses (no confidential pricing).

Memo contents: the task it would help with; expected benefit (from W3-style math); what the terms say about price, term, auto-renewal, price increases, data use for vendor improvement, storage location, and support; questions to send to the vendor in writing; your recommendation (buy, build, or wait) and the condition that would change it.

Criterion	Not yet	Meets	Strong
Terms read	Price only	Price, term, renewal, data use, and support all captured	Cancellation deadline and data opt-out turned into dated action items
Benefit	Vendor's claim repeated	Own estimate with checking time	Range (low/likely/high) with assumptions
Recommendation	No clear decision	Clear buy/build/wait with reasons	Names the evidence that would change the decision

Example recommendation line: "Wait: the features we need already exist in our current suite; the proposal auto-renews with up to 9% increases and uses our content for vendor improvement unless we opt out. Revisit if the 30-day suite test shows less than 2 hours a week saved."

Mini project 2: The Conversation Kit

Scenario: You will introduce AI to a team where some people are worried. Build a kit you can actually use.

Contents: (1) a 150-word kickoff message; (2) answers to five likely questions (for example, "Will this replace me?", "Will you read my prompts?", "What if I make a mistake?", "Do I have to use it?", "Who decides what's allowed?"); (3) a 10-minute huddle agenda; (4) a two-question weekly self-report form; (5) one paragraph on how you will collect and act on staff ideas.

Criterion	Not yet	Meets	Strong
Honesty	Promises nothing will change, or threatens	States what changes and what doesn't; no promises you can't keep	Explains how AI-assisted work will be judged
Respect for privacy	Implies reading prompts or individual tracking	Team-level measures; self-report only	Explains what the employer's tools can and cannot see
Usability	Generic text	Ready to use next week, fits your team	Tested with one trusted team member and revised

Example answer to "Will you read my prompts?": "No. We'll measure how long the task takes the team and how many errors we catch, and you'll tell me in two lines each week what helped and what didn't. Our IT team manages the tool under the company's policy; if you have a question about what the system records, ask me and I'll get you a straight answer."