

Workforce readiness

SYNTHETIC SAMPLE | Fictional data. No client results or promised outcomes.

80%

Critical-role coverage

8 of 10 roles covered

75%

Validated skills coverage

18 of 24 requirements

80%

Current procedures

4 of 5 processes

Critical-role coverage

80% / target 90%



Validated skills coverage

75% / target 90%



Current operating procedures

80% / target 100%



DECISION SUPPORTED

Prioritize vacancies, development, and process documentation. Assign an owner and review date to each gap.

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Staffing & capacity

SYNTHETIC SAMPLE | Fictional data. No client results or promised outcomes.

400 h

Monthly demand

1,000 transactions x 24 minutes

320 h

Productive capacity

Available hours per month

80 h

Uncovered demand

20% of monthly workload

SCENARIO	DEMAND (h)	CAPACITY (h)	GAP (h)
Current position	400	320	80
Redeploy capacity	400	400	0
Add productive capacity	400	400	0
Redesign (unvalidated)	320	320	0

Redesign assumption: 1,000 x 18 minutes = 300 hours, plus 20 hours of human review. Validate quality and total effort in a pilot. Redeployment displaces other work.

DECISION SUPPORTED

Compare staffing, redeployment, and redesign using cost, readiness, quality, and effects on other work.

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HCM transition readiness

SYNTHETIC SAMPLE | Fictional data. No client results or promised outcomes.

1 of 4

Readiness areas complete

Illustrative status count

12

Sampled record exceptions

Reconciliation remains open

1

Blocked readiness area

Integration testing awaits access

Process alignment	COMPLETE	Approved process crosswalk
Data reconciliation	OPEN	Resolve exceptions; repeat checks
Integration testing	BLOCKED	Confirm access; complete tests
User readiness	OPEN	Assess training and proficiency

Completion in one area does not resolve dependencies in another. Authorized client leaders retain the go-live decision.

DECISION SUPPORTED

Resolve open dependencies and evaluate acceptance evidence before approving a transition.

Human-AI workflow evaluation

SYNTHETIC SAMPLE | Fictional data. No client results or promised outcomes.

100

Tasks in pilot sample

Illustrative evaluation

20 to 15 min

Handling effort per task

Includes review and rework

2 critical errors

Quality gate not met

Acceptance criterion: zero

TOTAL HANDLING EFFORT PER TASK

Current



20 min

Pilot



15 min

8 min AI preparation + 5 min review + 2 min rework

Observed difference: 500 minutes (8.3 hours) across 100 tasks. Excludes setup, training, and ongoing support. This is not verified cash savings.

DECISION SUPPORTED

Do not expand yet. Correct the workflow and repeat evaluation against quality and total-effort criteria.

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Executive decision brief

SYNTHETIC SAMPLE | Fictional data. No client results or promised outcomes.

80 h

Monthly capacity gap

The service demand to address

3

Options to evaluate

Redeploy, add capacity, redesign

Pilot first

Recommended next step

Temporary priority coverage

PROPOSED DECISION

Authorize a bounded workflow redesign pilot with temporary priority coverage.

VALIDATE THE ASSUMPTION

Test 18 minutes per transaction plus 20 monthly review hours while maintaining the agreed quality standard.

ACCOUNTABILITY

Service owner defines the test window and quality criteria with workforce and finance partners. Authorized leaders approve resources.

DECISION SUPPORTED

Expand only when measured quality and total effort meet agreed criteria and the operating team is ready.

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