

Name / Team: _____	Organisation: _____
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Tool: Printed Pilot Design Brief template + Financial Brief template (see Appendix)

PART 1 · Pilot Design Brief

Step 1 — 20 min

Business problem to solve:	AI modality (what type of AI?):

Data required:	Deployment approach:

Team roles (RACI):

Role / Person	R Responsible	A Accountable	C Consulted	I Informed

Success metrics with targets:

Metric	Baseline (today)	Target	How measured?

Human-in-the-loop triggers (when does a human override the model?):

PART 2 · Financial Brief

Step 2 — 15 min

Cost estimate (broken down):

Cost Item	One-time (SGD)	Monthly recurring (SGD)	Notes
Software / tools / licences			
Data preparation & integration			
People (internal time estimate)			
External vendor / consultant			
Training & change management			
TOTAL			

Benefit estimate (broken down):

Benefit Source	Monthly estimate (SGD)	Confidence	Assumption
Revenue uplift / churn reduction		High / Med / Low	
Cost savings (labour, errors, waste)		High / Med / Low	
Risk reduction (fines, penalties avoided)		High / Med / Low	

Break-even projection (months to break-even + assumptions):	Top 3 assumptions + sensitivity notes (if wrong, what breaks?):

STEPS 3 & 4 · Pair Review + The Tribunal

Step 3 — 5 min exchange | Step 4 — 15 min presentations