

IMPLEMENTATION FIXED-FEE BUILD

AI Workflow & Tool Build

Bespoke AI workflows and tools, built inside the platforms you already use, that take the manual effort out of the work your teams do every week.

For organisations carrying repeatable, document-heavy work. We look across your processes, build working AI workflows and tools where they pay off most, prove each one on your own data, and hand them over with the training and runbooks your teams need to run them.

THE CHALLENGE

AI is in the building, but not in the work

Most organisations now have AI tools, yet the processes that eat the week are still done by hand: scoring submissions, drafting responses, summarising consultations, compiling reports. The gap is not access to AI, it is workflows built around how you work.

How we approach it

We map the processes across your organisation, prioritise them by effort saved and ease of build, and work through them in sequence. Every build follows the same logic: who decides what, what the AI drafts or checks, what data it needs. We build in the platforms you already have, such as Microsoft 365 and Copilot or Google Workspace, and recommend a specialist AI platform where it serves you better. Each build is tested on real work before handover.

In practice

An international association needed to score member submissions against a ten-criteria framework. We built a scoring assistant inside their existing spreadsheet template, calibrated it on real submissions and handed over a runbook. They now score consistently, far faster.

What You Gain

- ✓ **Working tools, not a slide deck**
Workflows your teams use from the week each one is handed over.
- ✓ **Built where you work**
Inside the platforms and licences you already pay for, wherever possible.
- ✓ **Hours back every week**
Repeatable processes taken from manual to AI-assisted, with the person still in charge.
- ✓ **Proven on your data**
Each build tested with your team, calibrated, and checked for drift before you rely on it.
- ✓ **Governed by design**
Data handling, usage rules and review points built in, aligned to your AI Governance Policy.
- ✓ **Owned by your teams**
Runbooks and training so every tool keeps running without us.

FEE

Fixed

Scoped before we build

TIMELINE

2–8 wks

Per build, run in sequence

PLATFORM

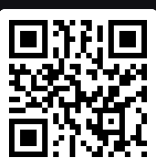
Yours

Or the best fit for the job

HANDOVER

Runbook

Plus training session



What AI Workflow & Tool Build Includes

- 1 Process discovery**
We map the real steps, inputs, outputs and decision points across your processes, and agree the builds and the order that pays off first.
The right processes, in the right order
- 2 Design against the Human–AI–Data Triangle**
What the person decides, what the AI drafts or checks, what data it draws on, and the guardrails around it.
A design your team trusts
- 3 The builds**
Copilot agents, prompt and skill packs, templates and automations inside your own platforms, or on a specialist AI platform where that is the better fit.
Working workflows and tools
- 4 Testing on real work**
Side-by-side runs with your team, calibration against their judgement, and drift checks on live examples.
Evidence it works, before you rely on it
- 5 Handover & training**
A plain-English runbook for each tool, training for the people who will run it, and named ownership.
Your teams, in control
- 6 Governance wrap**
Data handling, usage rules and review points documented, so every tool sits inside your governance rather than outside it.
Responsible use, built in

WHAT YOU WALK AWAY WITH

- ✓ **Working AI workflows and tools** in your own environment
- ✓ **Test evidence** on your real data
- ✓ **Governance notes** aligned to your policy
- ✓ **Runbooks** and prompt or skill packs
- ✓ **Training** for the people who run them
- ✓ **A prioritised build list** for the processes still to come

HOW IT WORKS

WEEK 1

Discovery & design

We map your processes with the people who do them, prioritise, and agree the design and platform.

WEEKS 2–4

Build

We build in your environment, sharing early versions for feedback.

WEEKS 5–6

Test & calibrate

Side-by-side runs on real work, calibration and drift checks.

HANDOVER

Train, run, repeat

Runbook, training and named ownership. Then on to the next process.

Why ITAA.ai

- ✓ **Vendor-neutral:** we recommend what fits you, not what we are paid to sell.
- ✓ **Governance-led:** risk and responsible use built in from day one.
- ✓ **Human-centred:** we start with your people and how decisions get made.
- ✓ **Structured frameworks** including the Human–AI–Data Triangle and AI Strategy Pyramid.
- ✓ **Clear, measurable outcomes** your leadership team can validate.
- ✓ **Senior delivery,** direct from Alan King and the ITAA.ai team.

Where you go next: AI Implementation Planning & Integration Support for organisation-wide programmes · an AI Assurance Retainer to keep your tools performing · AI Workforce Training to spread the capability.

Have processes in mind?

Tell us about them and we will scope the builds.

Each build, or programme of builds, is scoped and priced as a fixed fee after a short discovery. Where third-party tools or licences are needed they are agreed with you in advance and billed at cost. Full terms are provided with any proposal.



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