

Module 5. Unit 4.

Reflection task: Plan a small AI pilot

Choose one AI use case that could be tested in your organisation or team. The pilot should be small, realistic and low or manageable risk. Examples:

- AI-assisted drafting of general learner emails;
- AI support for simplifying short learning texts;
- AI-generated first drafts of activity ideas;
- AI support for summarising non-confidential meeting notes;
- AI support for organising frequently asked questions;
- AI support for adapting internal guidance documents.

Step 1: Define the pilot

Answer briefly:

1. What task will AI support?
2. Why is this task useful to test?
3. Who will test it?
4. Who may be affected by the output?
5. What should AI not do in this pilot?

Step 2: Select the tool or type of tool

Answer:

1. What tool, or type of tool, could be used?
2. Is this tool approved or allowed by the organisation?
3. What information can staff enter safely?
4. What information should not be entered?
5. Is the tool accessible and realistic for staff to use?

Step 3: Define roles

Complete the table:

ROLE	PERSON OR TEAM
Staff testing the tool	
Person reviewing AI outputs	
Person supporting staff questions	
Person collecting feedback	
Person deciding the next step	

Step 4: Plan the pilot

Complete:

PILOT ELEMENT	YOUR ANSWER
Pilot duration	
Number of staff involved	
Type of outputs to test	
Review the process before use	
Main success criteria	

Possible success criteria:

- saves staff time;
- improves clarity;
- reduces repeated work;
- supports accessibility;
- improves staff confidence;
- produces outputs that are easy to review and adapt.

Step 5: Collect feedback

Choose 3–5 feedback questions:

- ☐ Did the AI tool help with the task?
- ☐ Was the output useful?
- ☐ How much editing was needed?
- ☐ Was the tool easy to use?
- ☐ What problems appeared?
- ☐ What support was missing?
- ☐ Did the pilot create any privacy, fairness, or quality concerns?
- ☐ Should this use case continue, change, pause, or stop?

Step 6: Final output

Write a short pilot plan:

“We will pilot AI support for _____ with _____ staff for _____. AI will be used to _____, but it will not _____. Outputs will be reviewed by _____. At the end, we will decide whether to continue, adjust, pause, or stop based on _____”.