AI-Use Guide Workbook

Problem 3.3.1 · AI Guidance for a Real Client · Team copy

Team name:	Members (aliases ok):	Client (or team code):

One workbook per team. Draft here, then type final answers on the problem page. **Never** put real customer, student, patient or employee details into a chatbot. Use made-up examples. Record every chatbot use in your own AI use log.

The four levels: 1 the tool does it · 2 the tool drafts and a person reviews each one · 3 the tool assists and a person decides · 4 a person does it.

1 Task decisions

Sort every task with the four questions: **R**outine or judgment? **C**ost of a mistake? **T**rust? Who **checks** today? Give a level, then a reason that uses the client's facts.

#	Task	Level	Stop sign?	Reason (use the client's facts)

2 Checking plan

For each task where a tool helps, say who looks, when, and how. It has to fit the client's real time.

#	Task	Who looks	When	How (what they look for)

Three rules for the tool (plain words)	
Data that never goes in	

3 Failure points

#	What goes wrong	Looks right?	How it's noticed	What happens next

Who can switch the tool off, and how	
How to restart, and what to check first	
What the client does while it's off	

4 The client's AI-use log

This is the log you hand to the client. Fit the columns to their work. Three sample entries show how it's used (make them up; label them as samples).

Date	Who	Task + tool	What it produced	Checked? (who)	Fixed or flagged

Review the log how often, and who	
What in the log would make us change a rule	

5 Peer test

Team that tested our guide	
Cards they ran	
Where the guide helped	
Where they got stuck	
What we changed (at least two) and why	
The surprise card: what it changed	

6 Five-minute defense

Minutes	Speaker	What we say
0 to 1		The client and the job
1 to 2		What the tool does, assists, never touches
2 to 3		Checks and failure points
3 to 4		The hardest decision, and what we don't know
4 to 5		What would make us change the guide

Likely questions, and our answers	

7 Rubric: 100 points

Category	Points	Exemplary looks like
Task Decisions	25	Every task has a level with a reason from the four questions and the client's facts. Stop signs applied.
Checking & Failure Plan	20	Checks say who, when, how. Three or more failure points, one that looks right but is wrong, with off switch and restart.
AI-Use Guide & Log	15	Plain-language guide a busy person could follow. Log fits the client with three sample entries.
Peer Test & Revision	10	Another team ran three cards. At least two real changes, recorded.
Evidence & Honesty	15	Assumptions marked, nothing promised about the future or jobs, no private data in a chatbot.
Presentation & Defense	15	Clear in five minutes, every member speaks, answers with reasons.

Full four-level descriptions are on the problem page.