



AI-Ready Process Mapping Template

Stage 1: Process Identification

1. Process Name: _____
2. Business Objective: _____
3. Process Owner(s): _____
4. Frequency & Volume: _____

Stage 2: Current Process Mapping

1. Start & End Points
 - Trigger Event: _____
 - Outcome: _____

Step #	Task Description	Responsible Role	Tools/Systems Used	Manual vs Automated	Time Taken
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Decision Points: _____
3. Pain Points & Bottlenecks: _____

Stage 3: Data and Technology Readiness

1. Data Inputs: _____
2. Data Quality: _____
3. System Integration Points: _____

Stage 4: AI/Automation Opportunities

Step #	Automation Potential (Low–High)	AI Potential (Low–High)	Expected Impact (Time Saved, Errors Reduced)
_____	_____	_____	_____

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Stage 5: Future-State Design

- 1. Optimized Process Flow (Sketch/Diagram): _____
- 2. Expected Benefits: _____
- 3. Implementation Notes: _____

Stage 6: Next Steps

- Pilot automation in low-risk, high-volume processes first.
- Collect metrics (time saved, errors reduced, cost impact).
- Expand and scale automation initiatives based on proven value.