

Ai Problem Definition Worksheet

1. People and context

- Primary user:
- Other affected people:
- Current environment:
- Person accountable for the final decision:

2. Current problem

- What happens today?
- Where is the delay, cost, error or unmet need?
- How often does it occur?
- What evidence confirms the problem?

3. Desired outcome

- What should improve?
- What action will the output support?
- What measurable result would count as success?
- What is the minimum useful improvement?

4. Solution boundary

- Inputs available at decision time:
- Required output:
- Decisions Ai may support:
- Decisions Ai must not make alone:
- Unacceptable failure:

5. Is Ai appropriate?

- Could a checklist, fixed rule, search or ordinary software solve it?
- Does the task require patterns, uncertainty, language, images or prediction?
- Can outputs be verified?
- Is suitable evidence available?

Final problem statement

For **[user]**, the current process causes **[problem]**. We want to improve **[outcome]**, measured by **[evidence]**, while preventing **[critical harm]**.