

# QUICK WIN PRIORITIZATION MATRIX

AI Execution Intelligence: Identify Your Highest-Leverage Starting Point

## PURPOSE

This matrix helps delivery leaders, PMO directors, and program executives identify which AI workflow to pilot first. Most organizations try to transform everything at once and succeed at nothing. This tool is designed to focus your energy on the single workflow that delivers the fastest, most visible win — building internal confidence and the business case for broader adoption.

## HOW TO USE THIS MATRIX

Step 1: Complete the Readiness Check on this page. Step 2: Score each workflow on Page 2 using the Impact and Effort scales provided. Step 3: Plot your scores on the Priority Matrix. Step 4: Complete the Pilot Commitment on Page 3 before you leave this session.

## 0 1 READINESS CHECK

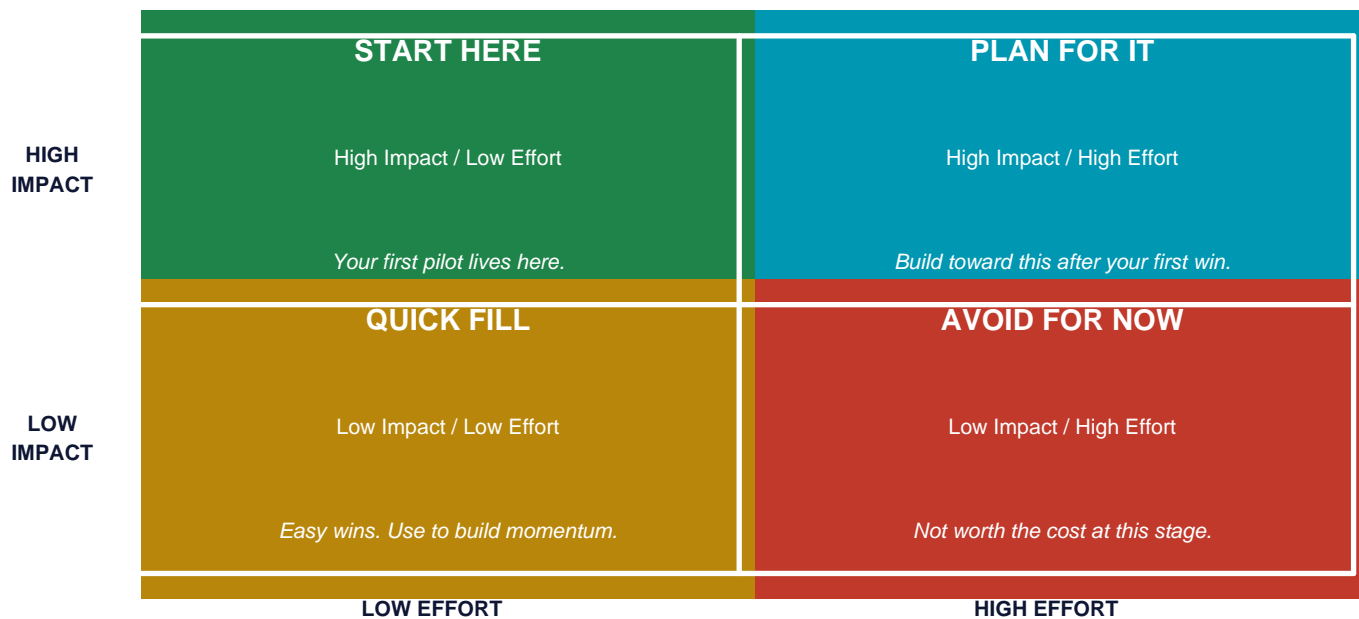
Before you score any workflow, answer these five questions honestly. If you answer No to three or more, address the foundational gap first before piloting any AI workflow.

Readiness Question	Yes	No	Notes
Do you have at least one delivery tool connected and actively used by your team? (Jira, Azure DevOps, Slack, etc.)	■	■	
Is there a named owner who can champion the pilot internally and remove blockers?	■	■	
Does your leadership team understand and support exploring AI in delivery operations?	■	■	
Can you measure the current state? (e.g., hours spent on status, number of late risk discoveries)	■	■	
Is your team willing to change at least one current workflow if the pilot proves value?	■	■	

■ **AHA MOMENT:** Most pilots fail not because the technology does not work, but because there was no named owner, no baseline measurement, and no leadership alignment before the pilot started. This check exists to prevent that.

## 0 2 THE PRIORITY MATRIX

Score each workflow on Page 2. Then plot it here using Impact (vertical) and Effort (horizontal). Your first pilot should come from the START HERE quadrant.



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## WORKFLOW SCORING TABLE

Score each workflow below. Impact: how significantly will this change your delivery operations? Effort: how much time, resources, and change management will this require to implement? Use a scale of 1 (low) to 5 (high) for both. Priority Score = Impact minus Effort. Highest scores go in the Start Here quadrant.

Workflow	Description	Why This First	What Good Looks Like in 30 Days	Who Needs to Say Yes	Impact (1-5)	Effort (1-5)	Priority Score
<b>Automated Status Reporting</b>	AI scans tools and generates draft status reports automatically.	Highest immediate time recovery. Visible to leadership. Easy to measure.	Status reports generated in under 10 minutes. 10+ hours/week reclaimed per PM.	PMO Director or Delivery Lead			
<b>Dependency Tracking</b>	AI flags cross-team dependencies before they become blockers.	Prevents the most common cause of mid-sprint derailment across programs.	Zero undetected dependency failures in sprint cycle.	Engineering Lead or Program Manager			
<b>Predictive Risk Detection</b>	AI reads communication signals and status language to surface risks early.	Directly addresses the governance failure that causes green-to-red overnight.	At least one risk flagged and addressed before it escalates.	PMO Director or Risk Owner			
<b>Compliance Reporting Automation</b>	AI generates audit-ready compliance documentation from delivery activity.	High value for government and regulated environments. Reduces manual audit prep by hours.	Compliance report generated automatically with zero manual data entry.	Compliance Officer or Program Executive			
<b>Meeting Intelligence</b>	AI captures decisions, action items, and risks from meeting transcripts automatically.	Closes the single biggest source of lost context in most organizations.	Every meeting produces a structured decision log with owners and deadlines.	Delivery Lead or Agile Coach			
<b>Cross-Team Handoff Automation</b>	AI ensures context, decisions, and dependencies are transferred cleanly between teams.	Eliminates the knowledge gap that causes rework and delays at handoff points.	Zero escalations caused by missing context at a team handoff.	Program Manager or PMO Director			

Workflow	Description	Why This First	What Good Looks Like in 30 Days	Who Needs to Say Yes	Impact (1-5)	Effort (1-5)	Priority Score
<b>Employee Onboarding and Knowledge Transfer</b>	AI provides new team members instant access to full project memory via natural language query.	Reduces ramp-up time from weeks to days. Protects institutional knowledge.	New team member fully productive without requiring knowledge transfer meetings.	HR Lead or Delivery Manager			
<b>Outcome and KPI Tracking</b>	AI connects delivery activity to business outcomes, OKRs, and strategic goals.	Enables delivery leaders to prove business impact — not just project completion.	Every active sprint mapped to at least one measurable business outcome.	Program Executive or PMO Director			

■ *AHA MOMENT: The 'Who Needs to Say Yes' column is the one most organizations skip entirely. The number one reason AI pilots stall is not technical. It is that nobody identified the internal champion before the pilot started. Name that person before you leave this session.*

<p>5 = Transforms how the organization operates  4 = Significantly improves a critical workflow  3 = Meaningful improvement with measurable results  2 = Minor improvement, limited visibility  1 = Marginal impact, hard to measure</p>	<p>5 = Major change management, months of implementation  4 = Significant effort, multiple stakeholders required  3 = Moderate effort, some process change needed  2 = Low effort, minimal disruption to current workflows  1 = Minimal effort, can be done this week</p>
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## PILOT COMMITMENT PAGE

A prioritization exercise without a commitment is just a conversation. Complete this page before you leave. This is your accountability document.

**RULE: One workflow. One pilot. One owner. One 30-day success metric. Start small. Prove value. Scale from there.**

**Selected Workflow to Pilot:** \_\_\_\_\_

**Why This Workflow First:** \_\_\_\_\_

**Pilot Owner (Name and Role):** \_\_\_\_\_

**Who Needs to Say Yes  
(Approver):** \_\_\_\_\_

**Pilot Start Date:** \_\_\_\_\_ **Pilot Review Date:**  
\_\_\_\_\_

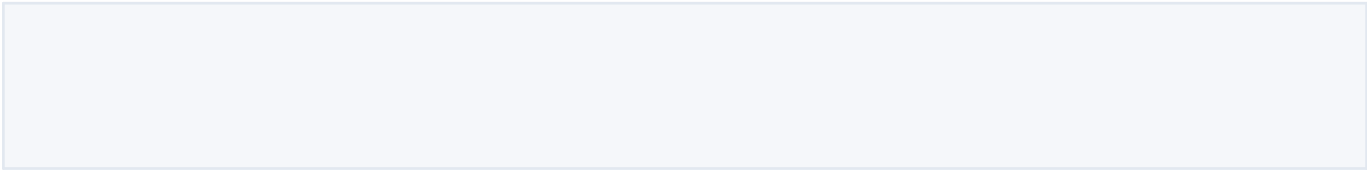
### 30-Day Success Metric

Define exactly what success looks like in 30 days. Be specific. Vague metrics produce vague outcomes.

### Baseline Measurement (Current State)

What is the current state before the pilot begins? You cannot measure improvement without a baseline.

### Known Blockers or Risks to This Pilot



Download all five ExecuteIQ practitioner frameworks at **ExecuteIQ.ai/UMD-Resources** including the Business Case Calculator to quantify the ROI of your selected pilot before you present it to leadership.

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