

AISBA AI for the Beginner: Getting Started with Confidence

Worksheet 1: Universal Operational Friction Audit

Instructions: Table Facilitators and Scribes should use this form to guide and document the table's initial discussion.

Table Identification

- **Cohort Focus (Circle One):** Flight Ops | Maintenance | Charter Sales | FBO / Ground Ops | Safety & SMS | Sales & Marketing | Other
- **Table Facilitator Name:** _____
- **ERAU Student/Faculty Scribe Name:** _____

Section A: Top Manual Inefficiencies

Identify the top 3 repetitive, manual tasks that drain the most staff hours in your team each week.

1. Task 1 Description:

- *Estimated hours spent per week:* _____ hours
- *Who performs this task? (e.g., Dispatcher, CSR, DOM):* _____

2. Task 2 Description:

- *Estimated hours spent per week:* _____ hours
- *Who performs this task?:* _____

3. Task 3 Description:

- *Estimated hours spent per week:* _____ hours
- *Who performs this task?:* _____

Worksheet 1: Universal Operational Friction Audit continued

Section B: Operational Guardrails & Non-Negotiables

Define what data MUST be protected and where a certified professional must sign off.

- **Strict Privacy Boundaries:** What specific sensitive data (e.g., VIP passenger PII, tail numbers, contract pricing) must NEVER be put into a public AI tool?

- **Human-in-the-Loop Sign-Off:** Where is human authorization legally or operationally required before an AI suggestion can be executed?

- **Other Considerations:**

Worksheet 2: Functional Track Strategy & AI Tool Mapping Continued

Section B: The 90-Day Quick Win Project Blueprint

Define ONE low-risk, high-return pilot project your table agrees could save time or reduce errors within the next 90 days.

- **Target Process / Project Title:**

- **Target AI Application (e.g., Document summarization, drafting emails, log analysis):**

- **Expected Benefit (e.g., Saves 5 hours/week, speeds up quote turnaround):**

- **Safety Oversight Protocol:** Who will be the designated "Human-in-the-Loop" reviewer?

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Worksheet 3: Executive Readout Summary (Scribe Master Sheet)

Instructions: ERAU Student/Faculty Scribes complete this 1-page summary to deliver to event leadership for inclusion in the *AISBA 2026 Practical AI Playbook*.

Table Key Takeaways (2-Minute Executive Pitch)

1. Cohort Track:

2. The #1 Operational Friction Point Identified:

3. Proposed 90-Day Quick Win Solution:

4. Primary Human-in-the-Loop Guardrail:

5. Key Change Management Insight (How to get staff to trust & adopt this tool):

Scribe Sign-Off:

- Name: _____
- Email: _____
- Worksheet Submission Status: [] Handed to Facilitator