

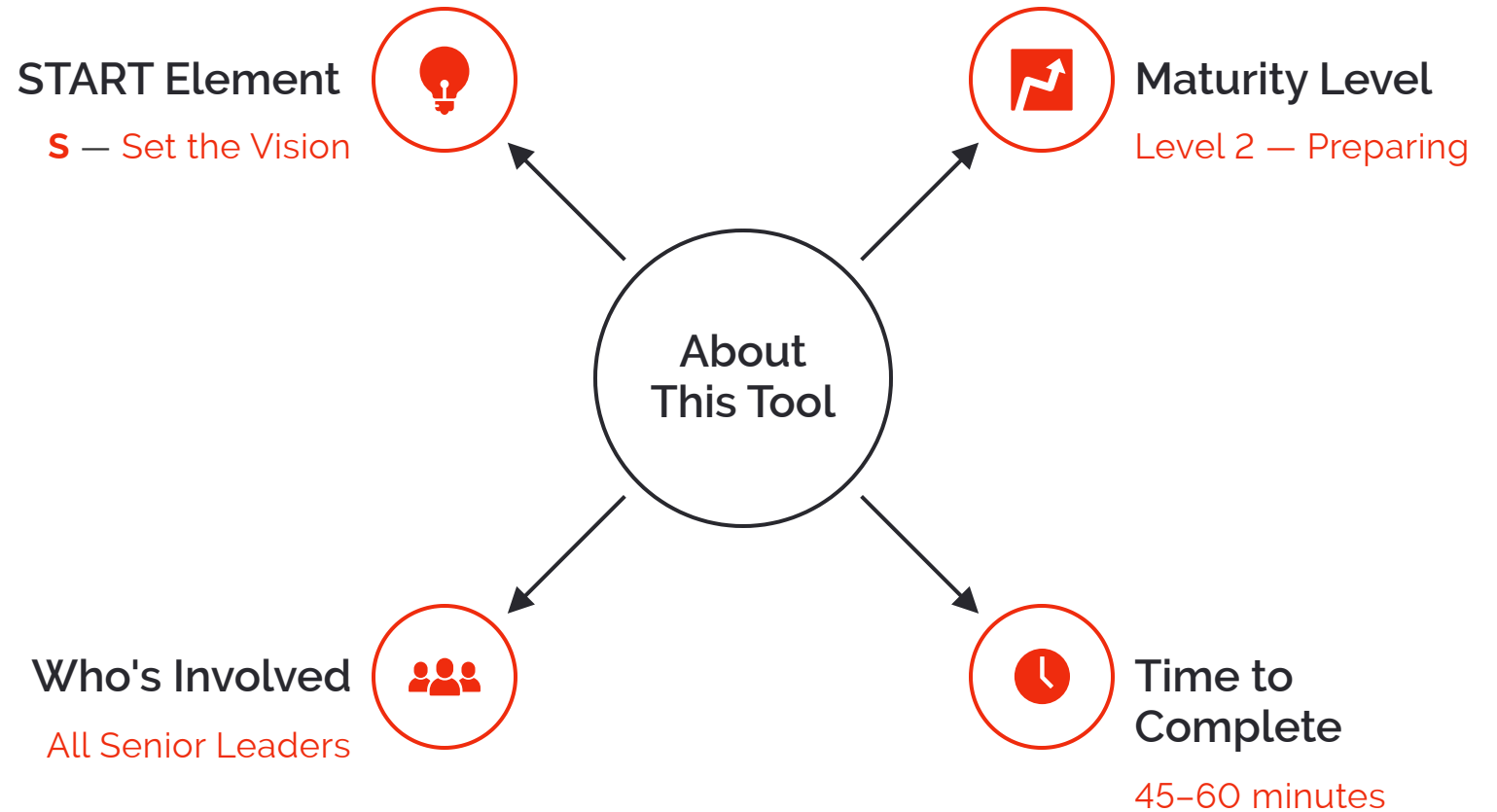


AI Experiment Log

Capture what you test, what you learn, and what you'll do differently — as you go.

Leadership Alignment Scorecard

The tool that surfaces leadership gaps before they become pilot failures.



What you'll leave with: A clear, honest picture of where your leadership team is aligned on AI — and where the gaps are that need addressing before you commit to a pilot

Leadership Alignment Scorecard

The tool that **surfaces leadership gaps** before they become pilot failures.



What is it?

A structured scorecard that surfaces real leadership alignment across five dimensions. Completed individually. Discussed as a group. Honest by design.



Why Use it?

70% of AI adoption failures are people failures — not technology failures. The most common cause is leadership misalignment that wasn't surfaced before commitment was made.

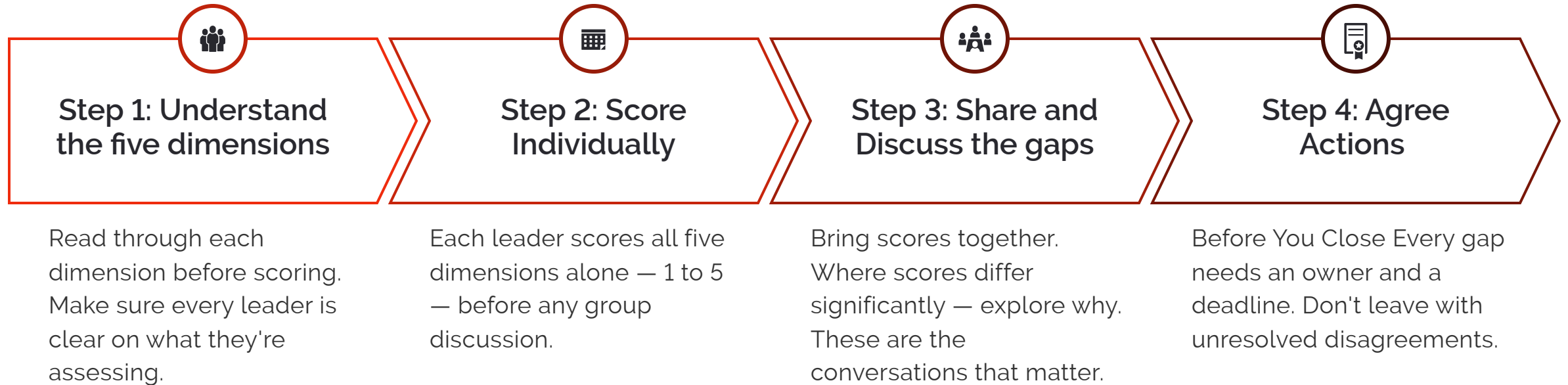


Benefits

A clear picture of where your team is genuinely aligned — and what needs resolving before you invest further.

How to this works

Individual first. Group second. Gaps third



The AI Experiment Log

Documenting your AI pilot for evidence-based decisions



- **What is it?**

A structured log to capture experiment details, outcomes, learnings, and adoption signals during your AI pilot. One entry per experiment, updated continuously.

- **Why use it?**

Transforms pilot reviews from subjective debates into objective analyses by providing concrete evidence and tracking tool adoption, preventing quiet abandonment.

- **What you'll gain**

A clear, documented record of your pilot, including adoption metrics and future iteration plans, leading to faster reviews, easier decisions, and improved future pilots.

Documented pilots produce evidence, not opinions, making reviews factual and decisions informed.

Why Logging Matters: Memory is Not a Measurement System

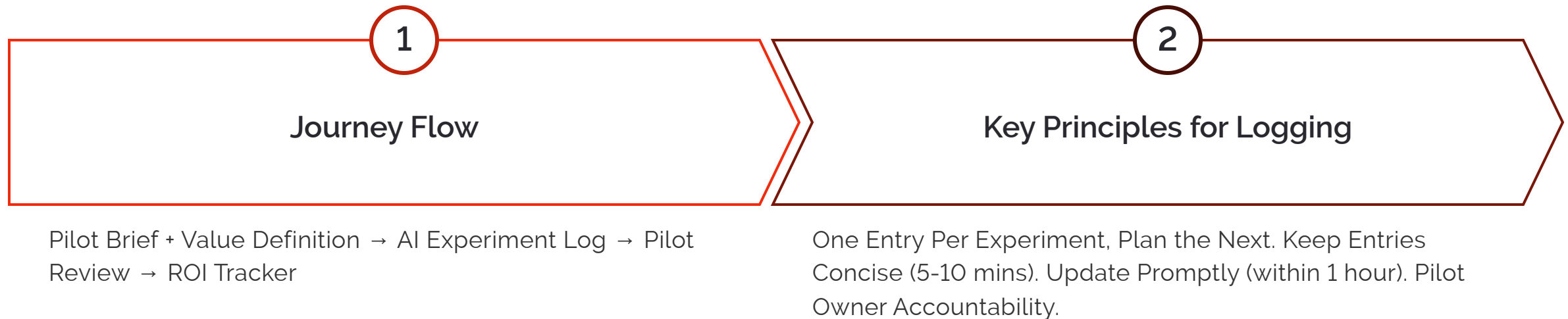


- **Capture Insights**
Insights from a pilot disappear fast if not written down.
- **Measure True Value**
Track both tool usage and whether it delivers results, not just adoption.
- **Build Prompt Library**
Every effective prompt captured becomes a reusable asset for future use.
- **Scale Effectively**
The log shows what worked, what didn't, and what needs adjustment for future rollouts.

A pilot without a log is just an experience. A pilot with a log is a learning.

How to Use the AI Experiment Log

Objective: Ensure consistent, timely, and accurate documentation of AI experiments for effective review and ROI tracking.



Investing ten minutes in logging today saves an hour of reconstruction later.

What Each Entry Covers: Eight Fields

- **Date**
Tracks progress and patterns.
- **What we tested**
Be precise about the prompt, workflow, or feature.
- **What happened**
Record the actual output or result.
- **What we learned**
The key insight from the experiment.
- **What we'd do differently**
Identifies iteration opportunities and builds the prompt library.
- **Value indicator**
Green (yes), Amber (partial), or Red (no) — did it move the needle?
- **Adoption signal**
Yes, Partially, or No — was the tool actually used?
- **Next experiment**
What's the immediate next step?

Eight fields. Ten minutes. Every experiment. Without exception.

Value Indicator & Adoption Signal Explained

Two signals. Both matter. Every entry.

- **Value Indicator**

Signals if the output is usable and saves time/effort.

- **Green (Value)**

Moved the needle; output usable, time saving real.

- **Amber (Value)**

Partial progress; showed promise but needs refinement.

- **Red (Value)**

Didn't work; note why, log next experiment. (Three consecutive reds require attention).

- **Adoption Signal**

Indicates if the tool is being used as intended.

- **Yes (Adoption)**

Tool used as intended; experiment running as planned.

- **Partially (Adoption)**

Team reverted to old way for part of task; note why.

- **No (Adoption)**

Tool not used; note reason. (Three consecutive No's flag an issue).

Adoption without value is vanity. Value without adoption is impossible. Track both.

Pilot Health Check

One Line, Every Week



Purpose

Keep your leader informed with a concise weekly health check.



On track

Experiments running, value indicators mostly green/amber, adoption consistent, next steps identified.



Drifting

Slowed pace, amber entries not followed up, inconsistent adoption, unclear next experiment.



Needs intervention

Three+ consecutive reds, consistently low adoption, governance flag raised, leader intervention needed.

For SMEs: A weekly self-check or a brief written update can prevent issues from derailing the pilot.

Meridian Advisory Pilot: Good Entries in Action

See how detailed entries drive learning



Entry 1 (Week 1, Day 2)

Tested Claude for proposal drafting. Result: Good structure, weak tone. Learned: Tone needs examples.

Indicator: Amber. Adoption: Yes.

Next: Retry with tone example.



Entry 2 (Week 1, Day 4)

Tested prompt with tone example.

Result: Significantly less editing time (69% reduction).

Learned: Tone example crucial; prompt is standardizable.

Indicator: Green. Adoption: Yes.

Next: Test on complex regulatory proposals.



Entry 3 (Week 2, Day 1)

Tested standard prompt on regulatory proposal.

Result: Inaccurate content; hallucination risk.

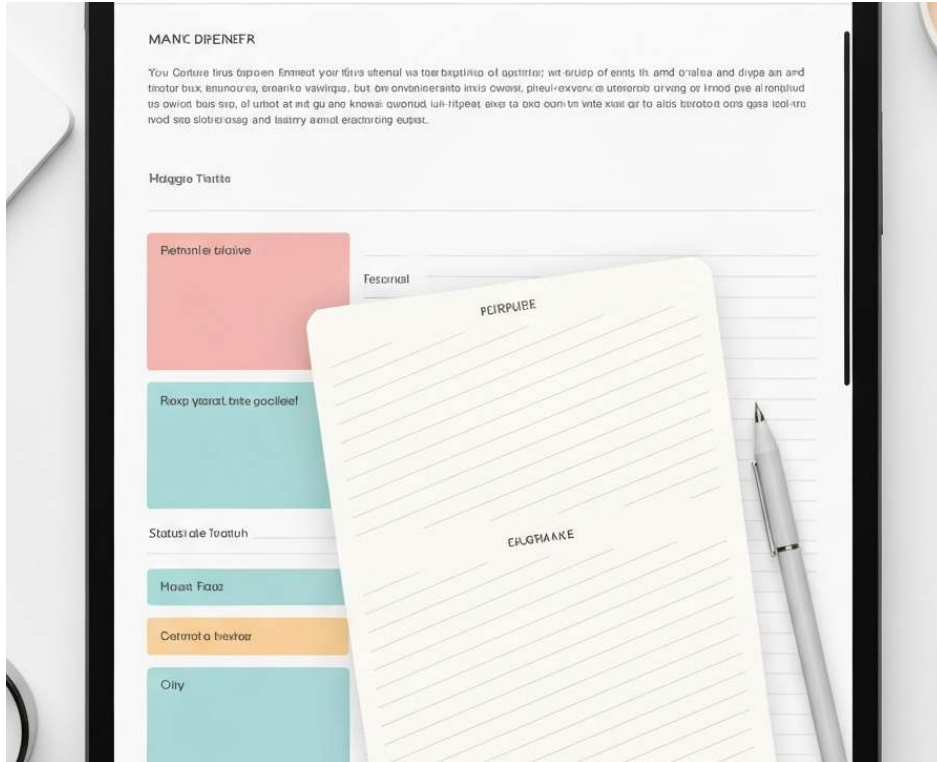
Learned: Senior review vital for technical content.

Indicator: Red. Adoption: Partially. Governance Flag: Raised due to hallucination. Next: Add uncertainty flagging instruction.

Notice how each entry drives the next one. That's a log that learns.

Building Your Prompt Library

Every effective prompt is an asset. Treat it like one.



- **Capture Effective Prompts**

Extract prompts from successful (Green or Amber) AI interactions. Note what made them effective and any limitations.

- **Organize Your Library**

Maintain a shared, organized document, categorized by use case (e.g., proposal drafting, meeting notes).

- **Build Institutional Knowledge**

Your prompt library becomes a valuable knowledge base, accelerating future AI adoption and simplifying onboarding.

- **Scale AI Effectively**

Businesses that excel at scaling AI possess a deep understanding of how to leverage their tools effectively.

Your prompt library becomes institutional knowledge, making future AI adoption faster and onboarding easier. The businesses that scale AI have the best knowledge of how to use it.

Establish a Weekly Rhythm

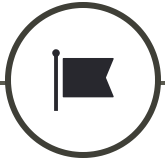
Four simple habits, twenty minutes a week, to maintain momentum and communication.



- **Weekly Log Review**
Pilot owner assesses entries for trends, flags, and adoption. (15 min)
- **Pilot Health Check**
On track, drifting, or needs intervention. Sent to leader every Friday. (1 line)
- **Weekly Update to Leader**
What we tested, learned, and will test next. (3 lines)
- **Prompt Library Update**
Add successful prompts immediately. (As you go)

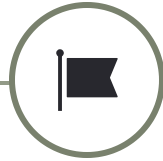
Adapt the rhythm for direct owner-leader interaction (Small Business) or formal updates (Medium Business).

Flags and Escalations: When to Pause



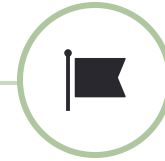
Governance Flag

For issues with data handling, sensitive content, or guardrails. Stop immediately and log the flag and action taken.



Quality Flag

For inaccurate or inappropriate output. Review the oversight process and add prompt constraints.



Pilot Health Flag

For three consecutive Red indicators or three 'No' adoption signals. Raise with leadership; the hypothesis or approach needs changing.

A flag in the log is not a failure; it's the system working. Ignoring it is the failure.

Pilot Completion: Next Steps

What to Do Next



- **Pilot Review**

Use your log as the primary input for decisions (continue, scale, stop, pivot), grounding them in data.

- **Extract Prompt Library**

Compile all Green and Amber prompts before the review to retain business knowledge.

- **Update ROI Tracker**

Feed Green value indicator entries from your log directly into the ROI Tracker to quantify results.

Start Smart. Stay Strategic.

The Strategic Mind

— START SMART. STAY STRATEGIC —