

# AI Guide for Professional Services

Increase margin with AI delivery workflows, proposal automation, and client reporting that stays on-brand.

## Executive summary

Step-by-step framework for agencies and consultancies to scale delivery without sacrificing quality.

## Highlights

- Client-ready AI workflows for proposals, research, and reporting.
- Quality assurance checkpoints that protect client trust.
- Margin model for delivery automation and reuse.

# Executive summary

Increase margin with AI delivery workflows, proposal automation, and client reporting that stays on-brand. Step-by-step framework for agencies and consultancies to scale delivery without sacrificing quality.

Built for Agency leaders, delivery managers, and operations teams, this guide turns AI strategy into an operating plan with clear owners, data inputs, and weekly checkpoints.

Use the scorecards to prioritize use cases, then follow the roadmap to reach production with predictable quality and risk controls.

## What you will learn

- Client-ready AI workflows for proposals, research, and reporting.
- Quality assurance checkpoints that protect client trust.
- Margin model for delivery automation and reuse.

## Audience

Agency leaders, delivery managers, and operations teams.

## Guide details

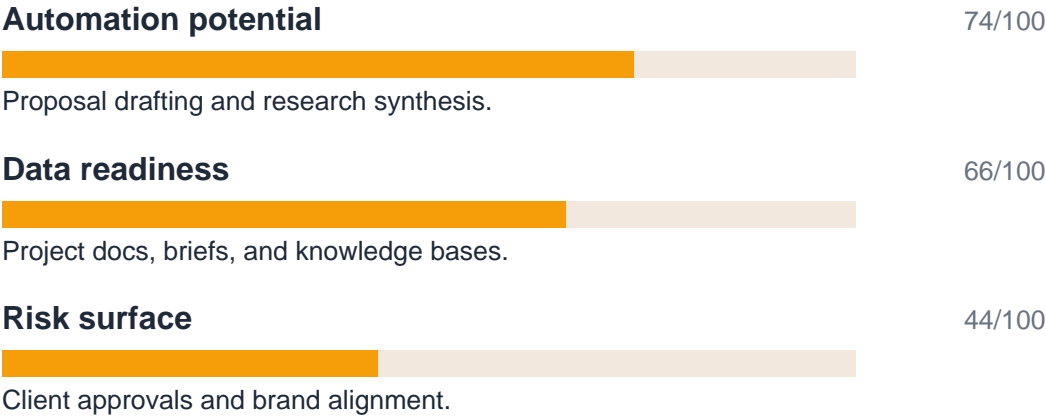
Format: PDF guide

Pages: 20

Updated: 2024-10-02

# Scorecards

Scores combine impact potential, data readiness, and risk considerations to help prioritize the right starting points.



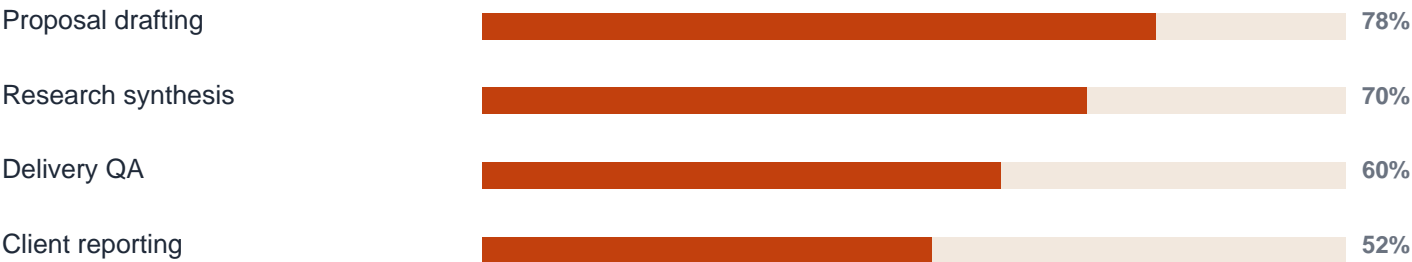
# Readiness assessment

Readiness scores reflect the strength of current data signals, documentation quality, and review coverage.



# Use case breakdown

Use case scores balance expected value with implementation effort. Start with the top two use cases for a fast proof of value.



# Value mix

Value mix shows how the AI portfolio contributes across efficiency, growth, and risk reduction.



# Implementation roadmap

Each phase includes scope definition, quality review loops, and stakeholder check-ins to keep momentum high.



## Phase 1 - Standardize

Weeks 1-2

Codify delivery playbooks and reusable prompt assets.

## Phase 2 - Pilot

Weeks 3-5

Run AI-assisted delivery on a friendly client project.

## Phase 3 - Scale

Weeks 6-10

Expand to multi-team delivery with QA and reporting.

# Focus area: Client-ready AI workflows for proposals, research, and reporting

Client-ready AI workflows for proposals, research, and reporting. is a near-term lever because it improves speed and consistency without disrupting core workflows.

The goal is to define a narrow workflow, assemble clean inputs, and confirm quality with a weekly evaluation loop.

## Signals to track

- Cycle time reduction versus baseline process
- Output quality score from human review
- Escalation volume and root cause trends
- Stakeholder satisfaction and adoption rate

## Owner checklist

- Define a single source of truth for inputs
- Agree on approval thresholds and fallback steps
- Instrument feedback into weekly review cadence
- Document communication plan for impacted teams



# Execution checklist: Client-ready AI workflows for proposals

Use this checklist to convert the focus area into an operational pilot with quality gates and stakeholder alignment.

- Map the workflow and identify high-volume steps.
- Inventory data sources and define ownership.
- Write prompt templates with escalation rules.
- Run a two-week QA cycle with reviewers.
- Document exceptions and build resolution playbooks.
- Roll out to a broader team with training notes.
- Track KPI impact and share weekly insights.

# Focus area: Quality assurance checkpoints that protect client trust

Quality assurance checkpoints that protect client trust. is a near-term lever because it improves speed and consistency without disrupting core workflows.

The goal is to define a narrow workflow, assemble clean inputs, and confirm quality with a weekly evaluation loop.

## Signals to track

- Cycle time reduction versus baseline process
- Output quality score from human review
- Escalation volume and root cause trends
- Stakeholder satisfaction and adoption rate

## Owner checklist

- Define a single source of truth for inputs
- Agree on approval thresholds and fallback steps
- Instrument feedback into weekly review cadence
- Document communication plan for impacted teams

# Execution checklist: Quality assurance checkpoints that pr

Use this checklist to convert the focus area into an operational pilot with quality gates and stakeholder alignment.

- Map the workflow and identify high-volume steps.
- Inventory data sources and define ownership.
- Write prompt templates with escalation rules.
- Run a two-week QA cycle with reviewers.
- Document exceptions and build resolution playbooks.
- Roll out to a broader team with training notes.
- Track KPI impact and share weekly insights.

# Focus area: Margin model for delivery automation and reuse

Margin model for delivery automation and reuse. is a near-term lever because it improves speed and consistency without disrupting core workflows.

The goal is to define a narrow workflow, assemble clean inputs, and confirm quality with a weekly evaluation loop.

## Signals to track

- Cycle time reduction versus baseline process
- Output quality score from human review
- Escalation volume and root cause trends
- Stakeholder satisfaction and adoption rate

## Owner checklist

- Define a single source of truth for inputs
- Agree on approval thresholds and fallback steps
- Instrument feedback into weekly review cadence
- Document communication plan for impacted teams

# Execution checklist: Margin model for delivery automation

Use this checklist to convert the focus area into an operational pilot with quality gates and stakeholder alignment.

- Map the workflow and identify high-volume steps.
- Inventory data sources and define ownership.
- Write prompt templates with escalation rules.
- Run a two-week QA cycle with reviewers.
- Document exceptions and build resolution playbooks.
- Roll out to a broader team with training notes.
- Track KPI impact and share weekly insights.

# Guide sections

This section outlines the core frameworks, assets, and decision points needed to move from strategy to execution.

- Opportunity map for delivery, strategy, and reporting.
- Client-ready prompt frameworks with QA checkpoints.
- Workflow governance and approval cadence.

# Guide sections assets

Each asset is designed to reduce ambiguity, align stakeholders, and accelerate pilot delivery.

- Opportunity map for delivery, strategy, and reporting. with owner assignment and review cadence.
- Client-ready prompt frameworks with QA checkpoints. with owner assignment and review cadence.
- Workflow governance and approval cadence. with owner assignment and review cadence.

# Included assets

This section outlines the core frameworks, assets, and decision points needed to move from strategy to execution.

- Reusable briefing templates for client intake.
- Margin impact calculator for automation pilots.
- Client communication pack for AI-assisted delivery.



# Included assets assets

Each asset is designed to reduce ambiguity, align stakeholders, and accelerate pilot delivery.

- Reusable briefing templates for client intake. with owner assignment and review cadence.
- Margin impact calculator for automation pilots. with owner assignment and review cadence.
- Client communication pack for AI-assisted delivery. with owner assignment and review cadence.

# Use case: Proposal drafting

This use case scores 78/100 for impact based on value, feasibility, and readiness.

## Workflow outline

- Confirm the trigger event and target outcome.
- Assemble required inputs and taxonomy.
- Draft initial prompts and review rubric.
- Run a limited pilot with QA sampling.
- Document handoffs and escalation paths.

## Success metrics

- Time saved per workflow
- Quality rating from reviewers
- Customer satisfaction delta
- Adoption rate by team

# Use case: Research synthesis

This use case scores 70/100 for impact based on value, feasibility, and readiness.

## Workflow outline

- Confirm the trigger event and target outcome.
- Assemble required inputs and taxonomy.
- Draft initial prompts and review rubric.
- Run a limited pilot with QA sampling.
- Document handoffs and escalation paths.

## Success metrics

- Time saved per workflow
- Quality rating from reviewers
- Customer satisfaction delta
- Adoption rate by team

# Ready to launch your AI pilot?

This guide is a starting point. Align stakeholders, finalize scope, and build a 90-day roadmap that delivers measurable outcomes.

## Next steps

- Schedule a 30-minute discovery call.
- Review your data readiness and workflow map.
- Launch a pilot with weekly quality reviews.

**Visit [amirbrooks.com](https://amirbrooks.com) to get started.**