

# AI Automation Guide

Overview: Practical AI automation to reduce manual work and scale operations.

Quick Wins: lead routing, support triage, reporting automation.

Use Cases: Sales, Support, Operations, Marketing.

Checklist: objectives, data, tooling, HITL, logging, monitoring.

Governance: access controls, PII handling, audit logs.

Rollout: 0-30 discovery, 31-60 pilot, 61-90 scale.