

Workflow audit — evidence before automation

Purpose	Compare task time and predictability, not forecast savings.
Units	Enter monthly repetitions, minutes per task and exception percentage (0–100).
Formula	Monthly hours = repetitions × minutes ÷ 60. Priority = monthly hours × (1 – exception percentage ÷ 100).
Examples	Three fictional examples are included. Replace with observations.
Limits	Score excludes setup, review, sensitivity and consequence. Use notes and judgment.
Source	All sample inputs are fictional. Formulas reflect the published Hampala screening method.

Which task is worth a pilot?

Task	Owner	Times / month	Minutes / time	Exceptions %	Monthly hours	Priority hours	Risk / source / observation
Example: reminders	Office	40	6	10	4.0	3.6	Fictional. Check cancellation handling.
Example: enquiries	Owner	80	10	25	13.3	10.0	Fictional. Draft-only and reviewed.
Example: zero frequency	Owner	0	0	100	0.0	0.0	Zero-input edge case; high-consequence approval stays human.
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	
		0	0	0	0.0	0.0	

Comparison summary — not savings

Measure	Value	Meaning
Named tasks	3.0	Only named workflows.
Monthly hours	17.3	Total task time before automation.
Priority hours	13.6	Exception-adjusted comparison; not predicted savings.