

AI DISCOVERY

Progress Report & Next Steps

Enterprise Ireland Digital Discovery Programme

Company Name	[Company Name]
Project Type	AI Discovery (Digital Discovery)
Company Contact	[Contact Name & Email]
Document Date	[Date]
Service Provider	FutureProofUX
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Consultant Declaration

1. I have complied with our own data protection obligations in respect of the personal data that I supply to Enterprise Ireland and that I am entitled to disclose such personal data to Enterprise Ireland.
2. I will ensure that a copy of Enterprise Ireland's Data Protection Notice is provided to data subjects whose personal data I provide to Enterprise Ireland as part of this application.

Consultant Signature: _____

1. Project Objectives

What did the client want from this project? This section summarises the agreed objectives between client and service provider.

[Summarise the agreed project objectives in 5–10 lines. Reference any pre-engagement scope documents.]

2. Activities Carried Out & Key Items Delivered

The following activities were carried out during the AI Discovery engagement:

- Strategic AI Planning and outline roadmap — Tailored 12–18 month roadmap with actionable steps and quick-win use cases aligned to business goals
- Consultant-Led Business Review — Structured review of strategy, data landscape, and market opportunities
- Team Upskilling and Ecosystem Engagement — Guidance on training pathways and digital tools to enhance internal capabilities
- Prototype Identification and Prioritisation — Use cases ranked by data availability, skills, support and business impact
- Agreement on Next Steps — Clear next steps and KPIs to demonstrate business value

[Customise the above list to reflect actual activities delivered for this client.]

3. Key Challenges & SWOT Analysis

AI technology should service end-client and business needs. The following analysis covers strengths, weaknesses, opportunities and threats — including fundamental risks to the business model.

Strengths <i>[Strengths details]</i>	Weaknesses <i>[Weaknesses details]</i>
Opportunities <i>[Opportunities details]</i>	Threats <i>[Threats details]</i>

4. Data Foundations

Key data and knowledge pools held by the business, with steps proposed to refine and enhance their value.

[Detail the key data sources, databases, knowledge repositories. Assess data quality, accessibility, and readiness for AI applications. Include steps to improve data foundations.]

5. Strategic AI Options

The following matrix maps potential AI projects by technical complexity and business impact:

	Low Complexity	High Complexity
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High Impact	QUICK WINS <i>[List projects]</i>	STRATEGIC BETS <i>[List projects]</i>
Low Impact	FILL-INS <i>[List projects]</i>	AVOID / DEFER <i>[List projects]</i>

6. Quick Win Projects Implemented

Given the growing range of commercial AI tools and open-source projects, the following quick wins were achieved to build momentum:

[Detail quick win projects implemented during the engagement. Include tool names, outcomes, and team impact.]

7. Selected Strategic Project(s) to Progress

The project(s) selected may not be the highest-ranked from the strategic options matrix — selection factors include personnel availability, existing data, and the need to build organisational momentum.

[Detail selected project(s), reasoning for selection, expected outcomes, and success criteria.]

8. Implementation Alternatives Considered

Before recommending the selected approach, the following alternatives were evaluated for best value:

- Pre-built commercial tools (e.g. off-the-shelf SaaS)
- Open-source AI projects and frameworks
- AI centres and upskilling for client self-implementation
- Hybrid approach: consultant guidance with client execution

[Detail the best alternative investigated and why the recommended approach was chosen over it.]

9. Selected Roadmap & Iterative Approach

The following 12–18 month roadmap focuses on delivering value early, building skills, and allowing for an iterative approach as the company gains AI maturity.

Stage 1 AI Discovery First steps / next steps in AI. This engagement.	Stage 2 Build & Test Building and testing AI prototypes.	Stage 3 Operationalise Operationalising AI for long-term impact.
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[Detail the specific roadmap milestones, timeline, deliverables, and KPIs for each stage.]

10. Knowledge Gathering & Building Skills

Since AI technology evolves rapidly, skills and knowledge are the key strategic assets gained — even when specific prototypes are superseded.

[Detail: Key internal project champions. How they and other team members will gain AI skills. How the project will enhance the company's data and knowledge base as a strategic asset.]

11. Company-Specific Actions

The following actions address weaknesses identified during the discovery. Actions are designed to be achievable by the client's team and are written to be specific, measurable, achievable, realistic and timebound (SMART).

#	Action	Owner	Deadline	Status
1	<i>[Action description]</i>	<i>[Owner name]</i>	<i>[Target date]</i>	<i>[Not started]</i>
2	<i>[Action description]</i>	<i>[Owner name]</i>	<i>[Target date]</i>	<i>[Not started]</i>

3	[Action description]	[Owner name]	[Target date]	[Not started]
4	[Action description]	[Owner name]	[Target date]	[Not started]
5	[Action description]	[Owner name]	[Target date]	[Not started]

Ready for Stage 2?

Book a free consultation to discuss your AI roadmap and next steps.

[Book Your Free Discovery Call →](#)

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