Business case: AI Workflow Productivity & Process Transformation

Prepared for: _____ Organisation in South Africa Date: 13 November 2026

1. THE NEED

Staff are already using AI tools, often without guidance on which tools are approved or what data must stay out of them. Used well, AI cuts the time spent on reports, emails, minutes and summaries; used badly, it leaks confidential data and produces errors. Structured training turns ad-hoc use into safe, measurable productivity.

2. THE PROPOSAL AND ITS COST

- Recommended: 25 staff, self-paced online, R47,250 in total (R1,890 per learner after the 10% volume discount, 12 months' access).
- Lower-risk start: a 10-learner pilot for R18,900, then a decision on rollout.
- Alternative: live online, in-house or hybrid delivery, priced by quote after a 20-minute call; the next live cohort is December 2026, with 12 places left.

3. EXPECTED OUTCOMES

- Hours saved on routine work: Teams use AI for first drafts of reports, emails, meeting notes and summaries, and spend the time saved on work that needs judgement.
- Consistent, checked quality: Shared prompts, templates and human review steps keep AI-assisted work accurate and on-brand across departments.
- Governed, audit-ready AI use: Clear rules on approved tools and on the data that never goes into AI, so you can show auditors and the board that AI use is controlled and in line with the Protection of Personal Information Act (POPIA).

4. HOW WE WILL MEASURE IT

- Completion and assessment scores for every learner
- Time spent on three named tasks, before and after
- AI use policy agreed and acknowledged by staff

5. LEGAL AND REGULATORY CONTEXT

Organisations in South Africa that handle personal data have obligations under the Protection of Personal Information Act (POPIA), including keeping that data secure. Training staff to handle data responsibly is one practical organisational measure towards this, and completion records document it. This is awareness training, not legal advice.

6. RECOMMENDATION

Approve the pilot or the full group as set out in section 2, and nominate a contact to agree learners and measures with Paleon Training. Approved by: _____

Figures from https://paleontraining.com/za/corporate-training/ai-workflow-productivity on 13 November 2026; prices exclude VAT where applicable. Paleon Training Limited, Warri, Nigeria.