The case: Meridian Supplies

Meridian Supplies is a fictional distributor of packaging and consumables with 38 staff. KessidAI is the company's AI assistant. It is connected to the accounting and stock systems and the owner asked it whether to buy a reporting tool.

KessidAI — Fictional case · training material

Approve the ReportFlow AI subscription.

Your five office staff spend about 200 hours a month preparing recurring reports. ReportFlow AI can automate an estimated 60% of that work.

Hours a month on recurring reports	Share automatable (vendor estimate)	Hours released a month (potential)	Hourly labour value (internal costing rate)
200	60%	120	USD 30

Potential annual capacity value	Subscription, annual commitment, paid in advance	Potential net benefit a year
USD 43,200	USD 12,000	USD 31,200

> KessidAI's conclusion: the potential capacity value is more than three times the subscription, a potential net benefit of USD 31,200 a year. Recommend approval this week so that the first automated reports run next month.

FACTS IN THE CASE

- 200 hours a month is the finance manager's estimate from last quarter's timesheets, across five people and all recurring reports.
- The weekly sales and stock report goes to the owner and the two sales managers every Monday morning. They say they cannot run the week without it.
- 60% is the vendor's estimate after a 30-minute demonstration on one sample report.
- USD 30 an hour is the internal costing rate finance uses for office staff.
- The subscription is USD 12,000 a year, paid in advance. Set-up is included, the vendor says, if Meridian's staff supply clean data exports.
- Two of the five staff already use a free AI assistant on their own accounts.

NOT KNOWN

- What the released hours would be used for, and whether that use earns or saves money.
- How much set-up and data-cleaning work falls on Meridian's own staff.
- Who checks the automated reports before they go to the owner and the sales managers.
- Whether every report inside the 200 hours is still read by anyone.
- What Meridian can do if the vendor's 60% turns out to be 20%.

You are responsible for this decision. What do you do?

- ☐ **A Approve** — Sign the annual subscription this week.
- ☐ **B Do not approve** — Keep preparing the reports as now.
- ☐ **C Run a pilot first** — Test the tool on some reports before deciding.

Choose one action. Then write the one assumption your choice depends on: the thing that, if it turned out to be false, would change your mind.

THE ASSUMPTION MY CHOICE DEPENDS ON

The four questions, on the Meridian case

AIR APAC Center for AI Readiness

One line each. Then write the decision in full: any of the three actions can be a decision when it carries all six lines.

S Structure

What is the real decision here, and what is fixed?

T Test

What would show this answer is wrong, and have I checked it?

E Engage

Who must agree, who must know, and what must I not hand over to AI?

P Perform

What will I commit to, on what basis, and what would change my mind?

My decision, in full

Action	
Reason	
Owner	
Evidence	
What would change it	
Check on	

Exercise: KessidAI's second recommendation

AIR APAC Center for AI Readiness

Answer the four questions, then write your decision in full. In pairs, compare only the decision line and the evidence line.

KessidAI — Fictional case · training material

Switch your packaging supplier to Eastern Carton.

Eastern Carton has quoted unit prices 12% lower than Lim Brothers Packaging on your top 20 lines. Recommend moving the top 20 lines to Eastern Carton from the next order cycle.

Quoted price difference, top 20 lines	Estimated annual saving (last year's volumes)	Delivery lead time, Eastern Carton	Delivery lead time, Lim Brothers
12% lower	USD 58,000	7 days	3 days

KessidAI's conclusion: the saving is large and immediate. Recommend switching at the next order cycle.

FACTS IN THE CASE

- The quote is based on last year's order volumes and is valid for 60 days.
- Lim Brothers has supplied Meridian for eleven years and holds printed stock for Meridian's two largest customers, whose cartons carry their own designs.
- Meridian promises next-day delivery on stock lines to its customers.
- Eastern Carton's quality samples have not been tested.

NOT KNOWN

- Minimum order quantities at Eastern Carton, and what a 7-day lead time does to Meridian's own next-day promise.
- How the two customers' printed stock would move, and who pays for new printing plates.
- Payment terms at Eastern Carton.
- What Lim Brothers would offer if shown the quote.

S Structure

What is the real decision here, and what is fixed?

T Test

What would show this answer is wrong, and have I checked it?

E Engage

Who must agree, who must know, and what must I not hand over to AI?

P Perform

What will I commit to, on what basis, and what would change my mind?

My decision, in full

Action	
Reason	
Owner	
Evidence	
What would change it	
Check on	

Your own work (optional)

AIR APAC Center for AI Readiness

One decision from your own job, under the rules in the box. This page is yours. It is not collected, not read aloud and not filmed.

RULES FOR WORKING ON YOUR OWN DECISION

1. Use only an AI tool your organisation permits for that information and that purpose.
2. Remove names, customer details and anything confidential before you type.
3. If permission is unclear, use a made-up version of the same decision.
4. Nothing you write on this page is collected or kept. You do not read it aloud.

THE DECISION, IN ONE SENTENCE

S Structure

What is the real decision here, and what is fixed?

T Test

What would show this answer is wrong, and have I checked it?

E Engage

Who must agree, who must know, and what must I not hand over to AI?

P Perform

What will I commit to, on what basis, and what would change my mind?

My decision, in full

Action	
Reason	
Owner	
Evidence	
What would change it	
Check on	

THE STEP PROMPT

```
I am working on this decision: [describe it in one sentence].
What the work has to achieve: [the goal]. What is fixed: [budget, deadline, rules].
Before you recommend anything:
1. State, in one sentence, the decision you think I am making. Ask me if that is right.
2. Separate the facts I gave you from your own estimates and assumptions. Mark each estimate.
3. Tell me what would show your recommendation is wrong, and what I could check.
4. Name who would have to agree, and who would have to know, before this is acted on.
5. Give me two options, what each commits me to, and a small first step that can be reversed.
Do not make the decision for me. I will decide.
```