Manufacturing AI Opportunity Assessment

Where could AI save your business time, effort, or money?

AI is mentioned in every second conversation right now, and manufacturing is no exception. The more useful question is where it can actually save your team time, cut out repetitive work, or help you make better calls.

Work through the areas below and mark what's most relevant to you. There are no right or wrong answers. Just a clearer picture of where the opportunities might be hiding.

1. Administration & Back Office

How much time is spent each week on admin?

Activity	Time spent weekly	Could AI help?
Data entry	____ hrs	☐
Meeting notes	____ hrs	☐
Email management	____ hrs	☐
Document creation	____ hrs	☐
Internal reporting	____ hrs	☐
Finding business information	____ hrs	☐

Potential annual hours saved: _____

2. Sales & Customer Service

Are your sales and customer service teams spending time on work that could be streamlined?

Activity	Time spent weekly	Could AI help?
Drafting quotes	____ hrs	☐
Responding to common enquiries	____ hrs	☐
Creating proposals	____ hrs	☐
Following up prospects	____ hrs	☐
Compiling customer information	____ hrs	☐
Producing customer reports	____ hrs	☐
Generating meeting summaries	____ hrs	☐
Managing email correspondence	____ hrs	☐

Biggest opportunity here: _____

3. Operations & Production

Could AI help your team move faster or make more informed decisions on the floor?

Activity	Time spent weekly	Could AI help?
Production reporting	____ hrs	☐
Scheduling support	____ hrs	☐
Inventory analysis	____ hrs	☐
Quality documentation	____ hrs	☐
Work instruction creation	____ hrs	☐
Safety documentation	____ hrs	☐
Operational reporting	____ hrs	☐
Supplier information management	____ hrs	☐

Biggest opportunity here: _____

4. Finance & Management

How much management time goes into gathering information before you can actually use it?

Activity	Time spent weekly	Could AI help?
Financial reporting	____ hrs	☐
Board reporting	____ hrs	☐
Business performance analysis	____ hrs	☐
KPI tracking	____ hrs	☐
Budget preparation	____ hrs	☐
Variance analysis	____ hrs	☐
Information gathering before meetings	____ hrs	☐
Reviewing contracts & documentation	____ hrs	☐

Biggest opportunity here: _____

5. Knowledge & Information

Can your employees quickly find the information they need, or do they have to ask someone?

Activity	Time spent weekly	Could AI help?
SOPs and procedures	____ hrs	☐
HR policies	____ hrs	☐
Quality documentation	____ hrs	☐
Supplier information	____ hrs	☐
Customer records	____ hrs	☐
Product information	____ hrs	☐
Technical documentation	____ hrs	☐
Historical project information	____ hrs	☐

If staff could instantly find trusted information, what would that change?

_____

6. AI Readiness Check

Before you go any further with AI, it's worth being able to answer yes to these.

Question	Yes	No
Do you know which AI tools staff are already using?	○	○
Do you know what data staff should not enter into public AI tools?	○	○
Do employees understand the difference between public AI and Microsoft Copilot?	○	○
Is business information stored in an organised and accessible way?	○	○
Do you have appropriate Microsoft 365 security controls in place?	○	○
Can staff access the information they need without relying on a single person?	○	○

How many opportunities did you find?

- [ ] **1 - 3 opportunities**
- [ ] **4 - 7 opportunities**
- [ ] **8+ opportunities**

Most manufacturers we speak with discover that their first AI wins aren't on the factory floor. They're in administration, reporting, customer communications, information management, and repetitive knowledge work. The factory floor opportunities tend to come later, once the foundations are right.

What's next?

Manufacturing AI Opportunity Review
In a 30-minute conversation, we can help you work out where AI would actually make a difference in your business, and where it probably isn't worth your time yet. We'll look at your readiness, talk through the security and governance side, and give you a clear picture of where to start.

No pressure. No jargon. No 80-slide deck.
The goal isn't to implement AI everywhere. It's to find where it creates real value and get you moving in the right direction.

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