Pilot criteria, set before the pilot starts

Tool: [name] · Pilot: [start] to [end] · Decision meeting: [date] · Owner: [name]

Threshold requirements, tested before the pilot

Requirement	What must be true	Met?
Data protection	The five checklist questions have answers; the pilot runs under an agreement that covers the data, or on anonymised data	
Security	Sign-in through the company's identity provider; permissions match yours; certifications with reports	
Exit	Export of what was created in an open format; deletion afterwards	

Four measures

Measure	How it is measured	Level for yes	Result	Yes?
Benefit	Time or quality in two or three workflows, against a baseline taken beforehand	[set in advance]		
Quality	Share of answers approved without rewriting, and substantive errors, in a sample of twenty tasks	[set after the demo]		
Use	Share of participants who used the tool at least three times a week in the last two weeks	A clear majority		
Operation	Disruptions, support response time, questions that needed the vendor's help	The team can run the tool itself		

Decision: yes · no, with one sentence per criterion not met · one week's extension, with the reason written down.