

SAMPLE DELIVERABLE

Lab Compliance Digest

AI Automation Starter Sprint — Before vs. After

5 steps	15 min after	6 hrs/wk recovered	100% audit archive
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This document is a **real sample from the AI Automation Starter Sprint** — a 5-business-day engagement that transforms one time-consuming manual workflow into an automation-ready runbook, SOP, before/after checklist, and 30-day backlog.

What this sample demonstrates

- How a **weekly lab compliance digest** (6 group inputs → send-ready PDF) goes from 4+ hours of manual effort to **under 15 minutes** with AI-assisted steps.
- The exact **5-step before/after table** used in the Sprint to capture current-state process and proposed AI-assisted state.
- The **deliverables produced** (workflow map, prototype runbook, SOP, before/after checklist, 30-day backlog) and how they fit together.
- That Milo's process is **concrete and auditable** — not a deck or a strategy doc.

About this sample

This is a **real workflow from a real client engagement** (lab operations, biotech context). Client identity is not disclosed. Test/synthetic data is used where original data was sensitive. The process structure, step timing, and deliverables reflect the actual Sprint output.

Document type:	Sample deliverable — Starter Sprint
Workflow:	Weekly lab group compliance digest
Industry context:	Lab operations / biotech
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Date:	April 2026
Version:	Sample v12

Before vs. After — 5-Step Comparison

The table below shows the **current manual process** alongside the **AI-assisted process** after the Sprint. Times shown are typical for one weekly digest cycle with 6 lab group inputs.

Step	Manual process (before)	AI-assisted process (after)	Time
1	Request updates from 6 lab group leads via email	Paste 6 group updates into shared doc	10 min
2	Wait 24–48 hrs for responses; chase missing leads	AI formats into 5-section digest draft	~2 min
3	Copy-paste into compliance digest Word doc	Review [REVIEW REQUIRED] flags if any group silent	5–8 min
4	Write summary paragraph + send upward to director	Paste pre-formatted digest → send	3 min
5	No archive — lives in email threads and local files only	PDF auto-saved to compliance folder with audit header	0 min

Key improvements at a glance

Metric	Before	After	Change
Weekly time spent	4–6 hours	13–23 minutes	~90% reduction
Audit archive	No	Yes — auto-saved PDF	Full compliance
Chasing silent groups	Manual + email	AI flags [REVIEW REQUIRED]	Tracked
Digest consistency	Per-writer variation	Template + AI draft	Standardized

Deliverables produced by the Starter Sprint

Every Sprint produces five concrete files. None are decks or slide decks. All are designed to be handed off to a team member or automation tool directly.

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| ✓ Workflow Map | Visual diagram of the current process. Bottlenecks highlighted in red. Every branch shown — including exception paths (e.g., silent group leads). |
| ✓ Prototype Runbook | Step-by-step instructions for the AI-assisted process. Includes exact prompts, tool names, and decision points. Written for a team member, not an AI engineer. |
| ✓ SOP Document | Standard Operating Procedure in plain language. Includes acceptance criteria for each step and what 'done' looks like. |
| ✓ Before/After Checklist | One-page summary comparing manual vs. AI-assisted for stakeholder/board review. Includes time-savings calculation and audit-readiness confirmation. |
| ✓ 30-Day Backlog | Prioritized list of next automation improvements ranked by impact vs. implementation cost. Each item has a one-line description and estimated effort. |

GUARANTEE

Delivered on time — or you don't pay. If the deliverables don't match your workflow after one revision round, you don't pay. PayPal refunds are instant.

To discuss a Sprint for your workflow → miloantaeus@gmail.com

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