ZERO TO AI: WEEK 13
YOUR SIGNATURE AI-ASSISTED PROJECT

TIME COMMITMENT: 2 hours

LEARNING OUTCOME:

Complete one focused new project using AI from start to finish and create a 1-page case study showing what you delivered, how AI helped, and the results.

STEP-BY-STEP INSTRUCTIONS

STEP 1: Choose Your Project (20 min)

- ☐ Identify a project that normally takes 1-2 days
- ☐ Confirm you have a clear stakeholder
- ☐ Ensure it demonstrates dramatic improvement
- ☐ Plan how you'll document the process

TEMPLATE: Project Scoping

Project name/description:

_____

_____

_____

_____

_____

Stakeholder (who it's for):

_____

_____

Normal time required: _____ Time with AI: _____

Why this project:

_____

_____

_____

_____

_____

_____

How I'll demonstrate AI's contribution:

_____

_____

_____

_____

STEP 2: Design AI Workflow (20 min)

☐ Map out the 4 phases: Research, Analysis, Creation, Review
☐ Decide which AI tool for each phase
☐ Plan what screenshots/evidence you'll capture

TEMPLATE: AI Workflow Planner

RESEARCH PHASE:
AI tool: _____ What I'll use it for: _____

ANALYSIS PHASE:
AI tool: _____ What I'll use it for: _____

CREATION PHASE:
AI tool: _____ What I'll use it for: _____

REVIEW PHASE:
AI tool: _____ What I'll use it for: _____

Evidence I'll capture (screenshots, notes):

_____

STEP 3: Execute with AI Support (60 min)

☐ Research phase: Gather information using AI
☐ Analysis phase: Synthesize with AI assistance
☐ Creation phase: Draft using AI
☐ Review phase: Refine with AI
☐ Save all screenshots and notes

TEMPLATE: Process Documentation

RESEARCH (What I found):

_____

_____

_____

_____

ANALYSIS (Key insights):

_____

_____

_____

_____

CREATION (What I built):

_____

_____

_____

_____

REVIEW (What I refined):

_____

_____

_____

_____

Screenshots saved: Yes / No

STEP 4: Package Results (20 min)

- ☐ Create 1-page case study using template
- ☐ Include: what you delivered, how AI helped, results
- ☐ Share with at least one stakeholder
- ☐ Get their reaction (verbal is fine)

TEMPLATE: Process Documentation

WHAT I DELIVERED:

_____

_____

_____

HOW AI HELPED:

_____

_____

_____

RESULTS/OUTCOMES:

_____

_____

_____

_____

STAKEHOLDER REACTION:

_____

_____

_____

_____

WHAT SUCCESS LOOKS LIKE

- ☐ Completed one focused project start to finish
- ☐ Documented AI-assisted process with evidence
- ☐ Created 1-page case study
- ☐ Shared with stakeholder

RECORD YOUR WORK

What I completed:

_____

_____

_____

What worked well:

_____

_____

_____

What was challenging:

_____

_____

_____

Key insights or learnings:

_____

_____

_____

Evidence collected:
(Screenshots, notes, links to files)

_____

REFLECTION

What part of the AI workflow worked best for this type of project?

_____

_____

_____

_____

_____

What would I do differently next time?

_____

_____

_____

_____

_____

How can I explain the value of this to someone else?

_____

_____

_____

_____

_____

NEXT STEPS

- ☐ Save this completed guide to your portfolio folder
- ☐ Save final deliverable and case study to portfolio
- ☐ Share with accountability partner
- ☐ Update progress tracker
- ☐ Download Week 14 guide at zerotoai.co.nz/week-14

ADJUSTING YOUR LEVEL

COMPLETED STANDARD AND HAVE EXTRA TIME?
Download the AMBITIOUS guide and enhance your work with the additional components.

STANDARD TOO AMBITIOUS THIS WEEK?
That's fine. You can still get value from the MINIMUM guide. Download it and complete what you can. All three levels are legitimate.