PRACTICAL RESOURCE / AI PRODUCT MANAGER

AI Tool Selection Scorecard

Decision: [Which workflow needs a tool?] • Owner: [ ] • Review date: [ ]

Pass/fail prerequisites

Check these before comparing convenience or price:

- [ ] Approved for the data and account being used.
- [ ] Access controls match who should see the inputs and results.
- [ ] Required source access and export are available on the proposed plan.
- [ ] The team can inspect, correct, and retain the output.
- [ ] Total spending can be bounded and monitored.
- [ ] A person can maintain the resulting workflow or code.

Compare two candidates on the same task

Task and representative inputs: [ ]

Expected useful output: [ ]

Difficult input: [missing data, conflict, error, or edge case]

Criterion	Candidate A evidence	Candidate B evidence
Correctness and completeness	[ ]	[ ]
Source traceability	[ ]	[ ]
Handling of uncertainty	[ ]	[ ]
Total preparation + review effort	[ ]	[ ]

Criterion	Candidate A evidence	Candidate B evidence
Team fit and accessibility	[ ]	[ ]
Export and portability	[ ]	[ ]
Cost under expected and heavy use	[ ]	[ ]
Failure recovery and support	[ ]	[ ]

If numeric scores help, use a documented 1-5 rubric and task-specific weights. Do not let a weighted total override a failed prerequisite. Record evidence, not just a score.

Cost model

Monthly cost = seats + estimated usage + integration/hosting + review labor + maintenance allocation. State assumptions and avoid false precision.

Decision

Choose [tool / existing workflow / further test] because [evidence]. Revisit when [usage, cost, feature, or access condition changes]. Keep an export of the pilot artifacts and the official documentation links checked on [date].