

Sample Deliverable: AI Automation Starter Sprint

Workflow: Grant deadline tracking across 12 funders

Industry: small nonprofit

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Before vs. After

Today (manual)	After Sprint (automated)
• Manual scan of 8-15 funder websites every Monday morning • Spreadsheet manually updated with new deadlines • Calendar invites manually copy-pasted from spreadsheet • Missed deadlines surface only after the fact • ~3-5 hours per week per program officer	• Cron polls funder RSS/scrape endpoints every 4 hours • Structured deadline records emit to a single Notion/Sheets table • Calendar invites auto-created 60/30/7-day before each deadline • Slack/email digest every Monday with what changed in the last 7 days • ~15 minutes per week to review the digest

Time savings

Cadence	Hours saved	Equivalent
Per week	~4 hrs	~half a workday
Per month	~17.3 hrs	~2.2 workdays
Per year	~208 hrs	~5 workweeks

What you receive at end of sprint

- Workflow map (the actual current process, documented)
- Prototype runbook (the automated version, ready to run)
- SOP your team can follow without AI access
- Before/after checklist (proof it works)
- 30-day backlog of next-best automation candidates

Caveats

- First pass uses non-sensitive, public, or synthetic data only.
- No banking, KYC, legal, medical, HR, or personal-inbox access in scope.
- If a workflow needs credentialed system access, the runbook documents the manual handoff.

Ready to scope your sprint? Reply to this email or visit store-v2-khaki.vercel.app/starter-sprint.html