Checklist for Framing Problems for AI Assistance

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Checklist
Framing Problems for AI Assistance

1. Clarify the Problem Statement

- [ ] Clearly articulate the problem.
- [ ] Define specific goals and successful outcomes.
- [ ] Avoid vague or ambiguous language.

Example: Change "I want to improve my company's performance" to "I want to identify the factors contributing to our 15% decrease in customer retention over the past quarter."

2. Break Down Complex Problems

- [ ] Decompose complex issues into smaller, manageable components.
- [ ] Identify sub-problems that AI can address.
- [ ] Use an AI chatbot to explore various aspects of the problem.

Example: For climate change in a city, break it down into reducing energy consumption, optimizing public transportation, and increasing green spaces.

3. Identify Relevant Data

- [ ] Determine what data is necessary for your problem.
- [ ] Collect relevant and high-quality data.
- [ ] Ask an AI chatbot for a comprehensive list of related data.

Example: For a marketing problem, consider customer demographics, purchase history, website analytics, and social media engagement metrics.

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4. Structure Your Query

☐   Use clear, concise language.

☐   Provide necessary context.

☐   Specify the desired type of output (numerical prediction, categorization, recommendations, etc.)

Example: "Based on current market trends in the tech industry, provide three potential strategies for a small software company to increase its market share over the next two years. Include potential benefits and risks for each strategy."

5. Consider Constraints and Parameters

☐   Define any constraints or parameters for the AI (budget limitations, time constraints, ethical considerations, etc.).

Example: For optimizing a manufacturing process, specify constraints like maximum production costs, minimum quality standards, or environmental impact limitations.

6. Anticipate Potential Biases

☐   Be aware of biases in training data, problem framing, or AI system limitations.

☐   Interpret AI output with these biases in mind.

Example: In hiring decisions, recognize potential biases in historical hiring data.

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7. Iterate and Refine

- [ ] Be prepared to refine your problem statement and approach based on initial AI results.
- [ ] Adjust queries, provide additional context, or further break down the problem as needed.

Example: If initial AI results are not useful, modify the query or provide more detailed sub-problems.