PROCESS · USE CASES

# Find AI Opportunities in Your Department's Routine Work

An OmniTek Consulting implementation guide for VPs and Directors in pharma, biotech, and medical device companies.

**READING TIME**
About 4 minutes

**WHO IT'S FOR**
VPs and Directors

**GOES WITH**
The AI Maturity Quick Check

> The best AI opportunities in a regulated department are rarely the headline ideas. They are in the routine work that eats hours every week: compiling, summarizing, reformatting, checking, and chasing. A structured look at that work, followed by simple scoring, gives you a ranked list you can act on.

**SCOPE** This guide covers AI used in how your company works, such as drafting, analysis, and operations. It doesn't cover AI that is part of a product you sell, such as AI-enabled device software or software as a medical device. That has its own regulatory path; check it with your Regulatory team.

## What to look for

Walk through a typical week and flag work with these signs:

| Sign | Example in a life sciences department |
|---|---|
| **Same document, rewritten each time** | Monthly quality reports, monitoring visit letters, first drafts of narrative sections of periodic safety reports, reviewed and owned by the safety physician (GxP supporting) |
| **Reading a lot to write a little** | Summarizing deviation histories, reviewing correspondence (PV literature screening fits too, but it is GxP direct, with the safety scientist approving and documenting the search strategy, so it is not a starter) |
| **Copying between systems or formats** | Moving data from spreadsheets into templates, drafting the layout of a submission table before data are final, then populating it through your validated process |
| **Checking against a list** | Document completeness checks, formatting reviews, cross-referencing SOP numbers |
| **Searching for an answer that exists somewhere** | Finding the right SOP section, prior responses to agency questions, past investigations |

Many of these will classify as non-GxP or GxP supporting, which means they can start quickly once the use is classified and Quality has signed the classification (see the GxP classification guide). Save GxP direct ideas for after you have the basics in place.

## Run a workflow walk

Spend 60 minutes with three or four people who do the work every day. Walk through one recurring process step by step and ask at each step:

1. How long does this take, and how often?
2. What do you read, write, or copy here?
3. What goes wrong or gets reworked?
4. If an assistant drafted this for you, what would you still need to check?

Repeat for two or three processes. Add the ideas from any hands-on AI session task cards.

## Score each idea

Log every idea, then score it on three things from 1 (low) to 3 (high). Rank by value first, then by low effort and low risk.

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**AI Opportunity Log:** [Department]

| # | Idea | Process | Hours per month today | Value (1–3) | Effort (1–3) | Risk (1–3) | Likely GxP class | Data needed | Owner |
|---|---|---|---|---|---|---|---|---|---|
| 1 | [Draft monthly quality report from the trending data] | [Quality review] | [ ] | [3] | [1] | [2] | [GxP supporting] | [deviation and CAPA data] | [ ] |
| 2 | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |

Value: time saved, quality or speed gained. Effort: data access, tool fit, change needed. Risk: impact on patients, product, or data integrity if the output is wrong.

The top two or three ideas with high value, low effort, and manageable risk become your first pilots. Take each one through GxP classification and a data map before you start.

## Your first 30 days

1. **Week 1: Pick three recurring processes.** Choose ones that take real time every month, in different parts of the department.

2. **Week 2: Run the workflow walks.** One hour each, with the people who do the work. Capture every idea, even small ones.
3. **Week 3: Score and rank.** Use the opportunity log. Have the AI owner, a team lead, and your Quality partner score together so the risk column is realistic.
4. **Week 4: Choose and start.** Pick the top two ideas, classify them, map their data, and set a baseline so you can measure the result.

By day 30 you have a ranked list of AI uses built from real work, and your first pilots chosen. That covers the use-case question in the Quick Check at the Operationalizing level, and refreshing the list every quarter moves you toward Scaling.

## Common mistakes

- **Starting from the technology.** "Where could we use a chatbot?" finds solutions looking for problems. Start from the work.
- **Only asking managers.** The people who do the task know where the time goes. Include them.
- **Chasing the biggest idea first.** The most transformative ideas are usually GxP direct and slow. Build credibility with quick, lower-risk wins.
- **Not counting the hours.** Without a rough "hours per month today," you can't show value later.
- **Letting the list go stale.** Review it every quarter; tools and needs change quickly.

### How OmniTek can help

The full AI Maturity Report Card includes life sciences use cases ranked for your department and comes with the **use-case scoring kit**: a spreadsheet version of the opportunity log that ranks ideas automatically and tracks them from idea to pilot.

To talk through where AI fits in your department, or your Quick Check results, book time with OmniTek.

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