

AI Board Briefing

A shared AI discussion and a written decision note for the next board meeting.

THE PACKAGE IN NUMBERS

30 minutes

Preparation interview

Scoping with the chair or chief executive.

Up to 20 pages

Material review

Relevant input before the briefing.

2 hours

Private briefing

Online for up to 12 in one organisation.

3-5 pages

Decision note

Opportunities, questions and unresolved issues.

5 working days

Note delivery

After the session, subject to timely input.

1 round

Consolidated corrections

Submitted within 10 working days.

WHAT THE CLIENT CAN DO NEXT

Build shared understanding across the board and management.

Surface relevant opportunities and important unanswered questions.

Leave with a practical basis for your next board agenda.

€3,400

per organisation

Excluding applicable VAT

The programme, step by step

Before the briefing: setting the focus

Timing	Topic	Content
30 min	Preparation interview	Chair/CEO explains the situation, decisions and expectations.
Client input	Short questionnaire	Sector, AI uses, current initiatives and key questions.
Up to 20 pages	Consultant preparation	Agreed material such as strategy extracts or initiative descriptions.
Before the session	Confirm the boundaries	Participants, focus, materials and confidentiality.

The briefing: 120 minutes

Timing	Topic	Content
0-15 min	Company context	What does the board need to be able to assess?
15-40 min	Shared AI understanding	Opportunities and limitations relevant to the organisation.
40-70 min	Opportunities and dependencies	Your situation, data, suppliers and organisational factors.
70-100 min	Board questions	What is missing and who needs to answer?
100-120 min	Decisions and next steps	Agree topics, owners and the basis for the decision note.

Inside the materials

DELIVERABLE

HOW IT IS USED

01 Context and purpose

Describe the AI discussion, the company's starting point and the decision the board is approaching.

Builds common ground before the next meeting.

02 Opportunities

Summarise relevant opportunities and material dependencies from the briefing.

Clarifies what management should investigate.

03 Unresolved issues

Separate known information from assumptions and missing evidence.

Prevents uncertainty from being presented as fact.

04 Board questions

Prioritise questions to resolve before a decision and identify a proposed owner.

Gives management a specific assignment.

05 Next agenda

Identify the next proposed decision point, owner and review date.

Supports preparation for the next meeting.

06 Delivery and corrections

The consultant writes one 3-5 page note within five working days, subject to timely input. One consolidated correction round within ten working days.

The client checks facts and consolidates corrections.

Example: what the board asks management to bring back

Illustrative decision-note extract. Implementation of a pilot is outside this package.

Decision-note field	Illustrative entry
Opportunity	AI-assisted drafting of customer replies.
Missing evidence	Current handling time, error rate and data basis.
Question for management	How will we measure impact without weakening quality?
Proposed owner	Customer service director with input from IT.
Next decision	Assess a bounded pilot proposal when evidence is available.

WHAT THE EXAMPLE MAKES CLEAR

- 01** What do we already know?
- 02** What evidence is missing?
- 03** Who will obtain it?
- 04** When can the board make a decision?

Client preparation and time commitment

One contact consolidates input and up to 20 pages.

The chair or CEO allows 30 minutes. Participants allow two hours.

The contact reviews the note and submits one consolidated correction round.

Answers before buying

Is this a generic AI talk?

No. The interview and client material focus the briefing on your situation.

Who writes the note?

The AIBI consultant drafts and consolidates it. The client checks facts and provides consolidated corrections.

Do we receive an AI strategy?

You receive a decision note and next questions. Prioritising up to five initiatives and a 90-day plan belongs to P03.

Can the whole leadership team attend?

Up to 12 people from the same organisation are included. Additional people or organisations require a quote.

Can you deliver on site?

Standard delivery is online. On-site delivery and travel are agreed separately.

When do we receive the note?

Within five working days of the session, subject to timely input.

Who is it for?

A board and management team with different views of AI. An upcoming meeting needs better questions and a shared basis.

If you already need to prioritise investments and owners, P03 is a better fit.

Shall we arrange a scoping conversation with you and the chair before your next board meeting?