AIPIVT

What one workflow costs today.

A one-page baseline for one business process, before anyone quotes a build to cut its cost.

Fill it in from your own systems. It stays with you. This is not an assessment and not a quote.

Bound the workflow

1. Name one workflow that already moves money: invoices paid, claims settled, orders entered, tickets closed. One workflow, not a department.
2. Write down where it starts and where it ends. A workflow with no end state has no cycle time.
3. Take last month's volume from the system of record. A number from memory is not a baseline.
4. Name the person who runs it today. They are the one who will run what replaces it.

Count what it costs

5. Time the human handling per item on a sample of 20. Write down the median, not the best case.
6. Use the fully loaded hourly cost of each role that touches it: salary, benefits, overhead, and management time.
7. Count the share of items that need a second touch: an exception, a correction, a chase.
8. List what this workflow pays each month outside payroll: licences, outsourced processing, overtime.

Get the number

9. Monthly cost = volume × minutes per item ÷ 60 × loaded rate × (1 + second-touch share) + line 8. Cost per item = monthly cost ÷ volume.
   Cost per item:
10. Measure cycle time from start to end using timestamps in the system. Use the median.
11. Write down what one late or wrong item costs: a penalty, a write-off, a lost early-payment discount, a service credit.
12. Agree the number that would make a build worth it before anyone quotes one. That number is what the work is measured against.