AI SPRINT

Agency Onboarding Guide

A practical guide for Ministry Family and Agency POCs to plan, procure and prepare for an AI Sprint.

WHAT THIS GUIDE COVERS

Timeline • Costing • Procurement • Participant Prep • Useful Links

Updated as of 28 October 2026

PROGRAMME AT A GLANCE

What is the AI Sprint about?

Purpose

The sprint gives officers a structured way to identify meaningful problems, test whether AI can help and apply AI safely and responsibly in real workflows.

Format

One-day, in-person, hands-on workshop with problem framing, enterprise AI practice and rapid prototyping.

Audience

Non-technical officers. Due to delivery capacity constraints, agencies should **prioritise Directors, Deputy Directors, potential trainers and transformation leads.**

1 **Problem Framing**

Define the right problem before solutioning

2 **Rapid Prototyping**

Turn real work challenges into simple prototypes by vibe-coding

3 **Enterprise AI in Practice**

Use Agents, Skills, Connectors to create AI-enabled workflows

TIMELINE AND KEY ACTIONS

Your AI Sprint Journey

6 WEEKS BEFORE
IDG X AGENCY

Confirm demand

- Participants and workshop dates
- Enterprise AI tool
- IDG-recommended delivery partner (IHL)
- Start procurement
- Start collating use-cases using pre-workshop survey
- Flag tooling constraints early

01

4 WEEKS BEFORE
IDG X AGENCY X IHL

Prepare for the run

- Share use cases with IDG + IHL
- Resolve tooling constraints / agree on workarounds
- Begin contextualizing workshop examples

02

1 WEEK BEFORE
AGENCY

Prepare participants

- Collect remaining pre-workshop surveys
- Confirm attendance
- Send admin instructions

03

WORKSHOP DAY
AGENCY X IHL

Deliver

- Leadership opening
- Run AI Sprint
- Collect post-survey feedback

04

AFTER WORKSHOP
IDG X AGENCY

Close the loop

- Submit billing docs
- Consolidate feedback
- 3-month impact survey

05

!! SURFACE THESE EARLY !!

💡 **Use cases** — What real workplace problems should the Sprint be relevant to?

⚙️ **Tooling constraints** — What can't participants access or do?

Share both with IDG + your delivery partner as early as possible.

WORKSHOP DAY FLOW

What to expect on the workshop day

1

Registration & Opening

Set context, objectives and ways of working.

Recommended for senior leadership to kick-off the session to mention:

1. Importance of embracing AI and fundamentally, importance of solving the right problem (suggested talking points in slide 13)

2. Why are participants here

2

Problem Framing

Clarify user, pain point, scale, outcome and AI fit

3

Enterprise AI Practice

Apply prompting, Skills, Connectors, Enterprise AI in common workflows

4

Rapid Prototyping

Translate a real problem into a simple workflow or prototype

5

Showcase & Reflection

Share problems and proposed solutions

FINANCIAL DETAILS

Costing & Funding

INDICATIVE COURSE FEE

$400 – $600*

per participant
subject to delivery partner & arrangements

**We will share more details upon confirmation of the delivery partner*

What may affect the final quote?

1. Delivery partner
2. Participant numbers
3. Facilitation requirements
4. Delivery arrangements / customisation

Payment flow

Agency procures & pays upfront

↓

Workshop completed

↓

MF submits invoice + supporting documents to MDDI

↓

MDDI processes payment

↓

MF disburses funds to agencies

Funding & Subsidy

MDDI will subsidise **up to 100 participants per MF for FY26**.
Any participants above this quantity will need to be self-funded.

PROCUREMENT POSSIBILITIES

How can the workshop be procured?

1

Indicate interest

Submit your agency / MF's interest via this form.

2

IDG reviews demand & capacity

IDG reviews delivery capacity and the pool of recommended partners against demand across Ministry Families.

3

IDG recommends a delivery partner

IDG will match agencies to an appropriate delivery partner based on the latest available arrangements.

4

Agency proceeds with procurement

Once a delivery partner is recommended, the agency can proceed through its applicable procurement or staff training route.

IDG will continuously review the pool of delivery partners and match agencies with the latest suitable options.

PROCUREMENT POSSIBILITIES

Procurement Routes

Procurement arrangements may vary by agency. Please check with your HR/Procurement team on the appropriate route.

NON-GOVERNMENT PARTNER

Agencies may procure the workshop through the usual procurement route, including **Direct Contracting (DC) approval.**

GOVERNMENT PARTNERS

e.g. Polytechnics

As polytechnics are **Government entities, engagements fall outside the Procurement IM**. Agencies may obtain a quotation directly and document the engagement through an **AOR**.

Alternatively, agencies may treat the workshop as a staff training course, with officers applying through existing HR/training approval processes and the agency coordinating nominations with IDG and the delivery partner.

COMMS SAMPLE

Sample of Pre-Workshop Email

Dear Participants,

Thank you for signing up for the upcoming **AI Sprint Session with [IHL/Delivery Partner]**!

The session is part of our WOG effort to strengthen AI competencies. Designed for non-technical officers, the workshop focuses on three key areas:

- **Problem Framing:** Define clear problem statements and assess where AI can add value.
- **Rapid Prototyping:** Turn workplace challenges into simple AI-powered prototypes or workflows.
- **Enterprise AI in Practice:** Apply capabilities such as Skills, Connectors and workflow integration to improve productivity.

Action Required: Pre-Workshop Preparation
To help you get the most out of the session, please complete the following before attending:

1. Complete the Pre-Workshop Survey (Mandatory)
Submit the pre-workshop survey by **[Insert deadline]** to confirm your slot. Please come prepared with a workplace problem you would like to explore and describe it in the survey.

2. Build Your Foundational AI Knowledge
We strongly encourage all participants to review the **IDG 101 and 201 learning pathways** before the workshop. These pathways will help establish a common foundation in AI literacy, including basic prompting techniques, so that the workshop can spend less time on fundamentals and focus more on advanced, hands-on applications.

3. Watch the Pre-Workshop Videos
Watch these 7 short videos (approximately 4 minutes each) for useful context that will be referenced during the session.

Administrative Details
Further session details will be shared closer to the workshop date.

Thank you, and we look forward to seeing you at the AI Sprint!

Best regards,
On behalf of **[Delivery Partner / Name]**

ADDITIONAL RESOURCES

Useful Links

Enterprise AI	Session	Notes
ChatGPT Enterprise	Pre-workshop: https://form.gov.sg/admin/form/6a97c8f9d20e3fd01f354a7a/use-template	Naming convention: (Your Agency) AI Sprint Pre/Post-Workshop Survey
	Post-workshop: https://form.gov.sg/admin/form/6a97d4655e9683b67028c743/use-template	
M365 Copilot Premium	Pre-workshop:https://form.gov.sg/admin/form/6a97cac0b8ae314641126527/use-template	
	Post-workshop: https://form.gov.sg/admin/form/6a97d4ac8988826130e78e83/use-template	
Video playlist	https://www.youtube.com/playlist?list=PLPCy3_08hWx_zOwXQM2jXKuwWYMil6HAd	*If you are unable to access the link in para 3 in the sample email (Slide 7)*

Instructions:

1. Duplicate both pre-workshop and post-workshop forms templates based on your agency's selected Enterprise AI
2. Add **kaylynn_lim@mddi.gov.sg** and **ngiam_pei_wen@mddi.gov.sg** as form collaborators
3. Share the secret keys with us

ADDITIONAL RESOURCES

[Optional] Pre-Workshop Checklist for MF / Agency POC(s)

MF / Agency POC Pre-Workshop Checklist

Instructions

Hi there! You may use this checklist to help you prepare for the AI Sprint 😊

Note: You do not need to submit this form.

1. Confirm Session & Procurement

- [ ] Confirm workshop date and delivery partner with IDG
- [ ] Confirm estimated participant numbers
- [ ] Confirm procurement approach and start procurement
- [ ] Confirm quotation, course fee and billing arrangements
- [ ] Confirm trainer/facilitator profiles with delivery partner
- [ ] Confirm confidentiality arrangements for participants' problem statements and prototypes

2. Confirm Tooling & Workshop Requirements

- [ ] Confirm Enterprise AI tool for the session
- [ ] Check participants' access to the selected Enterprise AI tool
- [ ] Identify and flag tooling constraints (e.g. file uploads, Connectors, access restrictions)
- [ ] Agree on workarounds with delivery partner, where required

We've put together a checklist that you may use to guide you through the whole process.

This is optional and you may use it if you find it helpful.

https://go.gov.sg/aisprint-checklist

Note: You do not need to submit this form

FREQUENTLY ASKED QUESTIONS

Answers to Common Questions

Is this only tool training?

No. It combines problem framing, rapid prototyping and enterprise AI in practice.

Do officers need to have technical expertise?

No. It is designed for non-technical officers.

Which AI tool will be used for Enterprise AI?

Currently the session can be conducted in either ChatGPT Enterprise or M365 Copilot Premium.

What should participants bring?

A workplace problem, internet-connected device, charger and access to the selected enterprise AI tool.

Are prototypes production-ready?

No. They are for testing assumptions, demonstrating possibilities and building capability.

Can sensitive information be used?

No. Participants should use anonymised or dummy data where needed.

Who sends participants comms?

The agency POC should generally send comms; the delivery partner will provide details.

When should agencies start?

Plan for a runway of 4–6 weeks; start earlier if procurement or IT access is complex.

Who procures the workshop?

Agencies engage recommended partners directly using their own procurement process. HQ can also procure on behalf of the entire MF.

What does it cost?

Indicative one-day course fee may vary between $400-$600 per participant, subject to delivery partners and arrangements.

Operating Model

Improving Baseline knowledge to Improve Workshop Usefulness and Experience

IDG

Assure + recommend + course correct with delivery partners

- Maintain core curriculum
- Assess delivery partners
- Recommend suitable partners & delivery dates
- Monitor outcomes + escalations + work with delivery partners to refine
- Advise on funding, subsidy, implementation steps
- Support first runs when needed

Agency / MF POC

Coordinate + procure + contextualise

- Confirm demand and funding
- Workshop procurement
- Nominate participants
- Send comms + collect pre-survey workshop surveys
- Surface use-cases & tooling concerns early
- Ensure participants complete the pre-work

Delivery Partner

Deliver + customise

- Provide quote & trainers
- Confirm logistics + tooling
- Contextualise examples and resolve tooling considerations
- Run workshop + provide sufficient facilitator support
- Validate tooling and back-up plans
- Guide participants during problem framing and prototyping

ADDITIONAL RESOURCES

Opening Remarks

Suggested opening remarks for senior leadership to set the context for Dirs/DDs

Preferably delivered by SD-level leadership or the CIO team

1. **Start with the problem, not the technology**
    - As leaders, you are best placed to identify the problems that matter and challenge existing ways of working. The starting point should always be: Are we solving the right problem, and is AI the right intervention?
2. **Use the Sprint to experiment**
    - The aim is not to produce production-ready solutions in one day, but to test assumptions, explore what is possible, and identify ideas worth taking further. Participants should feel comfortable experimenting, learning and iterating.
3. **Not every prototype should scale**
    - With digital experimentation, most prototypes will not become organisation-wide products — and that is expected. Some may remain useful solutions for an individual or team, while others may be discontinued after testing. What matters is having clear criteria and closure: what should be scaled, sustained locally, iterated further or stopped.
4. **Your role is to carry this beyond the Sprint**
    - Take the learning back to your teams. Encourage responsible experimentation, identify meaningful workflows that could benefit from AI, and surface promising use cases and constraints that may require broader organisational support.

Video link for reference: https://www.youtube.com/shorts/kS8mhwwD6nc

PROCUREMENT POSSIBILITIES

How to arrange subsequent AI Sprint sessions?

MF POC remains the overall coordinator across their Ministry

After allocation, the MF POC need not join agency–delivery partner discussions

1

IDG offers available slots based on MF demand

IDG shares available dates and delivery partners with the Ministry Family (MF) POC.

2

MF allocates slots and subsidy (if applicable)

MF POC coordinates across HQ and Statutory Boards to allocate slots and the MF subsidy.

3

Agencies take it forward with IDG supporting

Once allocated, agency POCs work directly with the delivery partner on procurement and preparations.