

ChatGPT vs. Claude Business Decision Worksheet

Compare both platforms using the same sanitized business tasks. Choose based on evidence, fit and control - not brand preference.

Decision owner

Date

Next review

1 Define the Decision

Priority workflow 1

Priority workflow 2

Priority workflow 3

Information required for these workflows

Required systems, file types or integrations

Information that must not be entered without additional approval

Required administrative, security and human-review controls

2 Run the Same Test in Both Platforms

Criterion	ChatGPT	Claude	Evidence / notes
Accuracy (1-5)			Verify important claims and cited sources.
Instruction-following (1-5)			Check audience, format, exclusions and constraints.
Editing time (minutes)			Record actual correction time, not an impression.
Completeness (1-5)			Note omitted facts, exceptions and next steps.
Usability (1-5)			Can another employee repeat the workflow?
Integration fit (1-5)			Confirm systems, file types and permissions.
Risk and control fit (1-5)			Check plan, data handling, identity and review.

Do not simply total the scores. A data-handling problem, missing control or unacceptable error may disqualify a platform.

3 Record the Decision

Disqualifying issue - ChatGPT

Disqualifying issue - Claude

Recommended platform and plan

Reason for the decision

Need help evaluating AI securely?

Start an AI readiness conversation with Professional Computer Concepts.

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