

Use this checklist to guide your organisation's AI adoption journey — from awareness to a fully AI-First culture.

Phase 1 — Awareness & Mindset

- Understand what AI can and cannot do for your business
- Identify key decision-makers and AI champions in the team
- Assess current fear or resistance around AI among staff
- Commit to an AI-First mindset at leadership level
- Complete at least one AI awareness session or webinar

Phase 2 — Readiness Assessment

- Audit existing tools and workflows for AI compatibility
- Evaluate data quality and availability in key departments
- Identify top 3 high-impact processes to automate first
- Map out current time spent on repetitive cognitive tasks
- Define success metrics: time saved, cost reduced, output quality

Phase 3 — Tool Selection & Pilots

- Select AI tools aligned to your workflow (not just popular ones)
- Run a 2-week pilot with one team on one use case
- Establish data privacy and security guidelines for AI use
- Document prompt templates for your most common tasks
- Measure and log results from the pilot rigorously

Phase 4 — Training & Capacity Building

- Train all staff on foundational AI literacy (not just IT)
- Conduct role-specific AI workflow training per department
- Build internal prompt libraries and knowledge bases
- Designate at least one AI Champion per team/department
- Run monthly AI skill-building sessions to stay current

Phase 5 — Integration & Scaling

- Integrate approved AI tools into daily standard workflows
- Automate at least one full end-to-end process with AI
- Establish governance: who can use what AI to and how
- Review and update AI policy quarterly as tools evolve
- Share wins and ROI internally to build momentum

Phase 6 — AI-First Culture

- Make AI usage a KPI or part of performance reviews
- Build an internal AI roadmap updated every 6 months
- Explore custom AI implementations or fine-tuned models
- Create a feedback loop: staff suggest AI improvements
- Benchmark AI maturity against industry peers annually