

AI adoption plan

Plan the people, support and feedback needed for one workflow.

Responsibilities before and after rollout

Training using real work and exceptions

A completed reporting-team example

A free worksheet from ailevrg.com/guides/ai-adoption-strategy

Choose one agreed workflow. Use this beside the implementation plan, then review it with the people doing the work.

01 People and work

Workflow and first user group	Current route and its useful features
What changes for each role	Concerns found in observed jobs

02 Responsibilities

Input owner and output reviewer	Exception and fallback owner
Support contact and response arrangement	Who approves workflow changes

03 Training

Real job used in training

Missing-information example

Instructions available during work

How users demonstrate they can complete the job

04 Review

Complete-job measures before rollout

Feedback record and review date

Conditions for expanding use

Observed change to make next

Rolling out a reporting assistant

Invented teaching example. No client outcome is claimed.

First group

Two reporting roles try an invented report-preparation workflow with approved sample data.

Responsibilities

The account owner confirms client requirements. A reporting reviewer approves the explanation.

Training

Prepare a normal report, then repeat with an expired metric definition.

The expired definition goes back to its owner.

Support and review

Record preparation, checking and correction time together.

Review the first jobs and fix missing client variations before adding more users.