AI Adoption Change Management Checklist

Phase 1: Planning & Vision

[ ] Clearly define *why* you're adopting AI and what business goals it supports.

[ ] Identify specific business problems AI will solve or new opportunities it will create.

[ ] Get strong support and active involvement from top leaders.

[ ] Form a cross-functional team to lead the AI change management.

Phase 2: Understanding the Impact

[ ] Do a full assessment of how AI will affect different jobs, workflows, and departments.

[ ] Pinpoint any potential worries or resistance from employees.

[ ] Check your organization's readiness for AI (data, systems, current skills).

[ ] Figure out current skill gaps and what new skills will be needed for AI.

Phase 3: AI OCM Communication & Stakeholder Engagement

[ ] Create a clear, open, and ongoing communication plan for your AI projects.

[ ] Explain the "why" and "what's in it for me" to everyone in the company.

[ ] Set up ways for employees to give feedback and ask questions.

[ ] Involve employees and key stakeholders early in the AI project's life.

Phase 4: AI Platform / App Training & Empowerment

[ ] Design and offer thorough AI training and upskilling programs.

[ ] Provide specific training and resources for different job roles on how to use AI tools.

[ ] Emphasize that AI will *enhance* human work, not replace it.

[ ] Offer ongoing support and resources after AI is implemented.

Phase 5: Rollout & Rules

[ ] Start with small, high-impact AI pilot projects to show quick successes.

[ ] Set up clear rules and ethical guidelines for AI use.

[ ] Define policies for data collection, usage, privacy, and making sure AI is fair.

[ ] Keep an eye on AI system performance and how it impacts daily work.

Phase 6: Long-Term Success & Improvement

[ ] Continuously check how employees feel and address any new challenges.

[ ] Celebrate successes and recognize those who adopt AI early and champion it.

[ ] Encourage a culture of continuous learning and flexibility as AI advances.

[ ] Regularly review and improve your AI strategies and OCM practices based on feedback and results.

View our website for more helpful guides:

https://www.airiodion.com/