



AI Adoption & Change Management: Actionable Checklist

Use this practical checklist to guide your AI adoption strategy with a strong Organizational Change Management (OCM) foundation. These action items are designed to help change leaders, project managers, and stakeholders drive successful, human-centered AI implementation.

1. Align Leadership and Strategy

- ☐ Define and communicate the 'why' behind your AI initiative.
- ☐ Host AI education sessions for executive and mid-level leaders.
- ☐ Set clear, measurable success metrics for adoption, not just deployment.

2. Engage Stakeholders Early

- ☐ Map out impacted roles and teams.
- ☐ Create a stakeholder engagement plan with early input opportunities.
- ☐ Identify potential resistance areas and mitigation tactics.

3. Build a Transparent Communication Plan

- ☐ Develop messaging that focuses on how AI supports—not replaces—people.
- ☐ Address job security concerns and ethical considerations up front.
- ☐ Use real employee stories and early pilot results to build trust.

4. Design Training for Real Use Cases

- ☐ Create role-based AI training programs (not just tool overviews).
- ☐ Teach prompt writing, validation, and ethical AI use.
- ☐ Offer hands-on learning environments and microlearning formats.

5. Start Small and Scale Smart

- ☐ Run small pilot projects with high visibility and business value.
- ☐ Gather feedback and adapt before scaling.

- ☐ Celebrate quick wins and recognize early adopters publicly.

6. Monitor and Sustain Adoption

- ☐ Track adoption metrics like usage, satisfaction, and time saved.
- ☐ Collect and respond to ongoing user feedback.
- ☐ Update change and training plans as tools and use cases evolve.

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