



**MP INSIDER:**

# **AI Adoption Checklist:**

Your Step-by-Step  
Guide to AI

# AI Adoption Checklist



## Are you ready to implement AI software into your business operation?

AI technology offers numerous benefits, but careful preparation ensures its potential is maximized safely and securely. Use this updated checklist to guide your adoption process:



### **Develop a Comprehensive AI Policy:**

Create, implement, and communicate an AI policy across your organization, ensuring it includes:

- Internal and external usage guidelines
- Disclosure requirements for AI use in operations.
- Standards for handling sensitive information and data security.
- Clear methods and procedures for AI application within workflows.



### **Test and Pilot Programs**

Test pilot the technology internally and utilize proofreaders.



### **Predict and Manage Risk:**

Anticipate potential risks associated with AI adoption, such as bias, inaccuracies, and system dependencies.



### **Stay Current on Legal Changes:**

Regularly review and comply with emerging AI regulations like the EU AI Act, New York City's Automated Employment Decision Tool Law, and privacy laws such as GDPR or CCPA.

# AI Adoption Checklist



## Consider Public Relations and Transparency:

Ensure transparency by openly communicating AI's role in your business processes and emphasizing its positive contributions to efficiency and innovation.



## Leverage Built-In AI Features:

Explore AI options integrated into existing platforms like Microsoft Azure AI, Google Cloud AI, or OpenAI APIs.



## Lean into AI Creativity:

Embrace the creative potential of AI by exploring its innovative capabilities to improve products, services, or customer engagement.

- Explore the options built into various platforms versus introducing outside systems.
- Be mindful of privacy, which could include following protocol with your customer or company data and information.

**Have questions?  
Schedule a FREE consult!**

**Talk with an Expert**



# AI Adoption Checklist



## Be Mindful of Privacy and Security:

Ensure AI systems comply with data protection regulations and prioritize secure data handling and storage.



## Consider AI's Objectivity and Context:

Understand that AI systems may not account for company history, precedent, or culture when making decisions.



## Start Small and Scale Strategically:

Begin with small, controlled implementations to evaluate AI's impact and feasibility.



Gradually scale adoption based on proven success and alignment with business goals.



## Connect with MP:

Partner with trusted AI and HR consultants to guide your journey. Ensure you have access to the latest tools and strategies to fully leverage AI's potential.

**Have questions?  
Schedule a FREE consult!**

**Talk with an Expert**

