

Use the AI Adoption Communication Brief

Before announcing a new AI tool, use this brief to make the change clear, specific and open to challenge.

AI ADOPTION COMMUNICATION BRIEF

1. The problem

What business or workflow problem are we trying to solve?

2. The workflow

Which task, process or decision will change first?

Who will use the tool, and when?

3. The human role

What remains the responsibility of people?
Who checks, approves or can override AI output?

4. The boundaries

What must not be entered into the tool?
What are the rules on accuracy, privacy, IP and bias?

5. The impact

What might change in day-to-day work, workload, performance expectations or skills?
What has not been decided yet?

6. The support

What training, practical guidance, manager support and time to learn will be available?

7. The feedback route

Where can people raise questions, report a problem or challenge the rollout?
Who owns the response, and when will they reply?

8. The review point

When will we assess quality, workload, adoption and unintended consequences?
What would make us change or stop the pilot?

Created by Suchetana Bauri · AI enablement and workplace communication.