

Basic AI Checklist for Businesses (Approximately 500 Employees)

This checklist provides a foundational overview for organizations with around 500 employees to assess, plan, and implement artificial intelligence (AI) tools responsibly and effectively across business functions. Each step is designed to ensure thoughtful adoption while minimizing risks and maximizing impact.

✓ **Strategic Planning**

- ☐ Identify business areas where AI can solve specific problems or improve efficiency.
- ☐ Align AI initiatives with overall business goals and values.
- ☐ Define success metrics and desired outcomes for AI use.
- ☐ Assess readiness in terms of data, infrastructure, and talent.

✓ **Data Governance & Compliance**

- ☐ Evaluate current data quality, accessibility, and privacy practices.
- ☐ Ensure data usage complies with federal, state, and industry regulations.
- ☐ Establish internal policies for responsible AI data handling.
- ☐ Define ownership and accountability for AI data systems.

✓ **Technology & Tools**

- ☐ Select AI tools/vendors aligned with business needs and budget.
- ☐ Conduct risk and security assessments of third-party AI platforms.
- ☐ Pilot AI tools with clear scope, timeline, and evaluation plan.
- ☐ Ensure IT infrastructure can support AI implementation.

✓ **Workforce & Change Management**

- ☐ Communicate AI goals and expectations to staff.
- ☐ Provide training and upskilling for impacted roles.
- ☐ Address workforce concerns (e.g., job displacement, role clarity).
- ☐ Identify AI champions within departments to support adoption.

✓ **Ethics, Bias & Human Oversight**

- ☐ Establish guiding principles for ethical AI use.
- ☐ Review algorithms for potential bias and discrimination.
- ☐ Ensure human review and override is part of decision-making.
- ☐ Create a feedback loop for ongoing monitoring and improvement.

✓ **Monitoring & Evaluation**

- ☐ Track AI performance against business and compliance benchmarks.
- ☐ Document outcomes, lessons learned, and improvements.
- ☐ Update policies and training as needed based on findings.
- ☐ Report AI impact to leadership and stakeholders regularly.

✓ **HR Applications & Considerations**

- ☐ Use AI to assist with recruiting and candidate screening (with human oversight).
- ☐ Ensure AI tools for hiring are compliant with anti-discrimination laws.
- ☐ Evaluate AI-assisted performance management tools for fairness and transparency.
- ☐ Automate repetitive HR tasks (e.g., scheduling, document processing) to save time.
- ☐ Train HR staff on ethical use of AI in employee data handling and analytics.
- ☐ Monitor AI-driven HR decisions for unintended bias or adverse impact.
- ☐ Communicate clearly with employees about how AI is being used in HR processes.