Note to Leadership: How Our Team Uses AI

How to use this

Fill this in after your team agrees on its checklist, then send it ahead of a meeting you already have with leadership. Attach your team's completed Responsible-Use Checklist.

Subject: How our team is using AI, and one question

Hi (name):

For our meeting below, I'd like to share where our team is with AI.

Meeting and date:

What we use it for *Name each tool, whether it's standalone or built into a tool we already use, and what it helps with*

What's working *One result, with time saved if you know it*

What we decided not to use it for, and why *For example: anything with client names, to protect the people we serve*

What we need *For example: an organization account, a short training, a yes on one tool*

One question

Could our team checklist be a starting point for an organization-wide AI policy?

Our checklist is attached. Happy to walk through it.

Your name:

> **For the team lead**
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> Want to see where your whole organization stands? Take the free AI Readiness Scorecard at aistrategyandadoptionlab.com/start. Have a question your team can't settle alone? Book a free 30 minute call with Sherylle on Google Meet.