

AI INTEGRATION

# Governed AI Adoption Checklist

A one-page checklist for adding AI to an L&D workflow without separating speed from quality.

## THE TEST

AI is ready for a workflow when the team can name the task, the human owner, the review standard, and the risk threshold.

- What work is AI allowed to draft or summarize?
- Who owns the final decision?
- What quality gate catches bad output?
- How will repeat AI issues be tracked?

## ADOPTION SEQUENCE

- 1 Name fear**  
Put job security, quality, and IP concerns on the table.
- 2 Test live**  
Use real work with the team watching the tool help and fail.
- 3 Document**  
Keep only the prompts and workflows that hold up.
- 4 Govern**  
Route AI output through the same quality gates.
- 5 Review**  
Use defects and cycle data to improve the system.

## CASE SIGNALS

<b>31%</b> Cycle time reduction	<b>23%</b> Admin burden reduction
<b>0</b> Team members lost	<b>SOC2</b> Compliance standard protected

## ALLOWED USES

- Draft scaffolds
- Summaries
- Metadata
- Review notes

## RED FLAGS

- No source trail
- Private prompt use
- Review skipped
- Tool chosen before workflow

## WHY IT WORKS

It treats AI as a workflow change that needs trust, standards, and public evidence.