

10 Simple Steps to Follow

Save this **AI** **Implementation** **Guide**

AI can drive your business forward.
Learn how in 10 easy steps!



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1

Look Inside

Check what your business already has.
See where AI can best help and what
your competitors are doing.



2

Set Your Goals

Decide what you want AI to do. Make sure it fits with your business plans. Pick a timeline.

3

Budget Smartly

Put aside 1–5% of revenue for AI. Think about set-up and upkeep costs. Adjust budget as you go.

4

Grow Your Team

See if your team has AI skills. Train them if not, or hire new people or consultants.

5

Data is Key

Make sure your data is good and easy to get. Set up data rules and invest in data systems if needed.

6

Be Ethical

Create guidelines for using AI responsibly. Keep an eye on AI systems and follow laws.

7

Plan Your Steps

Choose AI projects that can make big impact. Start with small trials and expand successful ones.

8

Watch Competitors 🏆

Know what your competitors are doing with AI. Find ways to get ahead and be ready for changes.

9

Manage Change

Plan how to tell your team about AI. Get ready for new ways of working and encourage learning.

10

Track Success

Set clear goals to measure AI success. Regularly check progress and make improvements.