
The complete framework to map, manage, and govern shadow AI usage. 7 templates. 3-week deployment. Tested at 12 companies.

AI Implementation Specialist

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1.

Employee disclosure form for Week 1

2.

Network log domains, extension audit, finance search terms

3.

5 use cases with tools, pricing, and security notes

4.

Green / Yellow / Red system for AI data handling

5.

4 pre-configured rules for your DLP system

6.

Manager (2hr) and IC (1hr) agendas

7.

Week 1/2/3 copy-paste announcements

Day-by-day implementation schedule

1

Send this to all employees during Week 1. The amnesty framing is critical -- punitive language kills participation. One client got 94% response rate with this exact wording.

We're building an AI toolkit for the company. To make sure we choose the right tools, we need to understand what's already working. This is a no-penalty disclosure -- we want to learn from your experience, not restrict it.

(List all tools (ChatGPT, Claude, Copilot, Midjourney, browser extensions, etc.))

(Content writing, code review, data analysis, research, email drafting, meeting notes, etc.)

(Daily / Several times per week / Weekly / Occasionally)

(Public info / Internal docs / Customer data / Source code / Financial data)

2

Run this in parallel with the amnesty audit. Employees won't report everything -- network logs fill the gaps.

```
*.openai.com -- ChatGPT, DALL-E, API  
*.anthropic.com -- Claude  
*.google.com/ai* -- Gemini  
*.cohere.ai -- Cohere models  
*.huggingface.co -- Open-source models  
*.replicate.com -- Model hosting  
*.midjourney.com -- Image generation  
*.perplexity.ai -- AI search  
*.jasper.ai -- AI writing  
*.copy.ai -- AI copywriting  
*.cursor.sh -- AI code editor  
*.replit.com -- AI code assistant  
*.otter.ai -- Meeting transcription  
*.fireflies.ai -- Meeting transcription
```

Search managed browser extension lists for: AI, GPT, assistant, copilot, writer, summarize, transcribe

Pull expense reports and corporate card transactions containing: OpenAI, Anthropic, Jasper, Copy.ai, Midjourney, Otter, Fireflies, Cursor, Replit, Perplexity

3

Covers 80% of use cases with 5 tools. Adjust pricing -- vendors will cut 40-60% on enterprise agreements when you consolidate licenses.

Use Case	Recommended Tool	Cost/User/Mo	Security Notes
General AI Assistant	ChatGPT Team or Claude Team	\$25-30	SOC 2 compliant, no training on your data
Code Assistant	GitHub Copilot or Cursor Team	\$19-40	No code sent to third parties
Document Analysis	Perplexity Pro or ChatGPT Team	\$20-25	Source citations, enterprise data handling
Image Generation	Midjourney or DALL-E (via ChatGPT)	\$10-30	Commercial usage rights, no face training
Meeting Transcription	Otter.ai Business or Fireflies	\$15-20	GDPR compliant, admin recording controls

Negotiation tip: Contact vendors directly and reference that you're consolidating from multiple individual accounts to one enterprise agreement. Most will offer annual discounts of 40-60%.

4

Print this. Hang it in every team area. Three colors, three rules.

GREEN -- Use Freely

- Public information
- Marketing copy and blog drafts
- General research questions
- Code from open-source projects
- Meeting agenda planning
- Email drafting (non-sensitive)

Rule: Any approved tool. No restrictions.

YELLOW -- Business Tools Only

- Internal process documentation
- Non-sensitive business data
- Aggregated (anonymized) metrics
- Internal presentations
- Product feature brainstorming
- Competitive analysis

Rule: Enterprise-grade tools only (Team/Business plans). No personal accounts.

RED -- Approval Required

- Customer PII or data
- Financial records
- Strategic plans and roadmaps
- Proprietary source code
- Legal documents
- Employee records

Rule: Written approval from department head + IT. Full audit trail required.

5

Configure these in your existing DLP system (Microsoft Purview, Symantec, Forcepoint, etc.). Flag first, block later. Blocking on day one creates workarounds.

Trigger: SSN patterns (XXX-XX-XXXX), credit card numbers (16-digit), email addresses in bulk (10+)

Action: Flag + notify security team. Do not block.

Scope: All AI-related domains from the discovery checklist

Trigger: Files with extensions .py, .js, .ts, .java, .go, .rb sent to non-approved AI domains

Action: Block + notify both user and IT

Scope: Exception: Approved code assistants (GitHub Copilot, Cursor Team)

Trigger: Documents containing "Confidential," "Internal Only," or "Restricted" in headers/footers

Action: Block + redirect to policy page explaining approved alternatives

Trigger: CSV, XLSX, JSON files over 1MB sent to any AI endpoint

Action: Flag + require manager approval within 24 hours

6

Two sessions cover the entire organization. Run the manager session first.

Manager Training -- 2 hours

Employees trying to be productive, not malicious. Show the 75%/78% stats.

Data leaks, compliance fines, IP exposure. Use the \$200K breach cost stat.

Sudden productivity jumps, new expenses, unfamiliar browser extensions.

Educate, don't punish. Redirect to approved tools. Escalate only for Red data.

Live demo of each approved tool. Show managers how to use them first.

Walk through 5 real scenarios. "What do you do when..." format.

Individual Contributor Training -- 1 hour

Here's what you have access to. Here's how to get accounts set up.

Top 5 prompts per tool for your department. Live examples.

What data goes where. When in doubt, ask. No penalties for asking.

No customer data in personal accounts. No confidential docs. No shadow extensions.

AI help desk contact. How to request new tools. Feedback channel.

7

Copy, customize, send. Tone matters -- these build buy-in, not compliance fear.

Week 1: Amnesty Announcement

"Team -- we're going all-in on AI. Not banning it. Embracing it."

"Over the next three weeks, we're building an official AI toolkit that gives everyone access to powerful, secure AI tools. To make sure we pick the right ones, I need your help."

"Starting today, we're running a two-week AI usage survey. This is a no-penalty disclosure. I don't care what you've been using -- I care about what's been working. Your input directly shapes which tools we officially support."

"Please fill out the survey by [DATE]. The more honest you are, the better your toolkit will be."

Week 2: Toolkit Announcement

"Thanks to everyone who participated in the AI survey. We heard you."

"Based on your feedback and our security review, here are the official AI tools now available to the entire team: [LIST TOOLS]. Accounts are being provisioned this week -- you'll get setup instructions by [DATE]."

"These tools cover the use cases you told us about. They're enterprise-grade, meaning your data stays private and we maintain compliance. If you need something not on the list, there's a request process -- we'll evaluate new tools quarterly."

Week 3: Training + Go-Live

"Your AI training sessions are scheduled for [DATES]. Attendance is required -- but I promise it's the most useful hour you'll spend this month."

"You'll learn exactly how to get the most out of your new tools, including specific prompts for your role. You'll also learn the simple Green/Yellow/Red system for knowing what data is safe to use with AI."

"After training, you're free to use approved tools without restrictions for Green and Yellow data. Questions? Reach out to [AI HELP DESK CONTACT]."

Day-by-day implementation schedule. Run IT discovery and amnesty audit in parallel during Week 1.

Week 1: Discovery

- IT/Security/HR alignment meeting
 - Send amnesty audit to all employees
 - IT begins network log analysis
-
- Finance pulls AI-related expenses
 - Collect and analyze survey responses
 - Identify top shadow AI tools in use

Week 2: Build

- Select and approve toolkit
 - Negotiate enterprise licenses
 - Configure DLP rules (flag mode)
-
- Provision accounts for all employees
 - Create data classification poster
 - Prepare training materials

Week 3: Deploy

- Run manager training sessions
- Send toolkit announcement
- Run IC training sessions

- Go live with approved tools
- Monitor DLP flags (first 48 hours critical)
- Establish AI help desk channel

I've implemented this framework at 12 organizations ranging from 50 to 5,000 employees. If you want hands-on help running the audit, selecting tools, or training your team, let's talk.

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