

AI action plan (exemplar)

Reflective questions

Resources and networking

How will you stay informed about AI as it continues to develop? Identify at least three sources you'll use. Include goals for how often you'll engage with these sources.

Note: You can include resources that you plan to review, such as the ones mentioned in this course or other AI-focused resources relevant to your industry. You can also include any networking opportunities that give you the opportunity to discuss AI with others.

- Schedule weekly meetings over coffee with my team members who are also interested in AI, so we can share resources and ideas on how to apply AI in our work.
- Follow AI blogs from Google, OpenAI, and Meta about their latest developments and applications. Review these blogs every Monday.
- Since I work as a business analyst, I'll set a search alert for "AI innovations in business analysis" to receive updates about how others are using AI in my field as soon as they appear.

Tools

What types of AI tools could you leverage in the workplace? Check all that apply. Add any relevant notes about how these tools might be useful to you.

- ☒ Tools that generate text
- ☒ Tools that generate images
- ☐ Tools that generate video
- ☒ Tools that generate speech
- ☐ Tools that generate code
- ☐ Other:

Notes: I'm interested in leveraging text-generating tools to help me brainstorm solutions, image-generating tools to create images for presentations, and speech-generating tools to create voice-overs for asynchronous presentations.

What is one particular AI tool that you are most interested in evaluating next?

- ElevenLabs: I learned about this tool, which generates speech from text, in this course. This could help me generate voice-over audio for asynchronous presentations.

Workplace applications

In this course, you explored examples of how to leverage AI in the workplace. Which of these applications seemed transferable to your own work? Describe at least one of these examples and explain how you might apply something similar in your workplace.

- I was really inspired by the way the multimodal model Med-PaLM M is specialized for the medical industry and how it's able to analyze many forms of input, including language and medical images. This makes me think how a multimodal model could help business analysts too, particularly if it could analyze charts, text, and data together to identify inefficiencies in processes.

Consider the tasks that you perform on a daily basis. How might you leverage AI when completing these tasks? Identify at least one possibility.

- I often create presentations to share my findings and proposed solutions with internal stakeholders. I'd like to leverage AI to help me shift the tone of these presentations for different audiences, such as my peers compared to my manager.
- Part of my work involves brainstorming new ideas. I think AI can help with this!

Is there a part of your workflow that is challenging? If applicable, identify how you might leverage AI to make this work easier.

- I often send my work to be reviewed by other members of the team. Their feedback is helpful, but it can be really time consuming to sort through it all. I might be able to use AI to summarize the feedback.

Next steps

Set specific goals to continue developing your AI skills. Review your responses to the reflective questions and identify at least three specific actions you will take next. Also, determine a time frame for each action.

You can continue to come back to this list to add new goals!

Goal	Time frame
Set search alerts for "AI innovations in business analysis" and "multimodal AI tools for business analysts"	tomorrow
Reach out to team members with an interest in AI and propose a weekly coffee meeting to discuss ideas	next week
Identify an AI tool that can help me summarize feedback	within one month