AI's Impact on Work & Rolling Out AI Successfully

Take-Home Exercise Workbook

ITAG Skillnet AI Advantage Programme Estimated Time: 90 minutes

How to Use This Workbook

This workbook extends the concepts covered in today's seminar. Work through each part at your own pace. You can complete it individually or collaborate with colleagues. Use the templates and frameworks provided to create actionable plans for your organisation.

Part 1: AI Impact Assessment (20 minutes)

Exercise 1: Mapping AI's Impact on Your Role

Think about your current role and the tasks you perform daily. For each task, assess how AI might impact it.

Task / Activity	Time Spent (hrs/ week)	AI Impact Level (High/ Medium/Low)	Type of Impact (Automate / Augment / No Change)	Specific AI Tool or Approach
Example: Writing reports	5	High	Augment	ChatGPT for drafts, Copilot for editing

Reflection: What percentage of your week could be impacted by AI? How would you reinvest that time?

Your answer:

Exercise 2: Departmental AI Opportunity Scan

List 3-5 processes in your department that could benefit from AI. Rate each on impact and feasibility.

Process	Current Pain Point	Proposed AI Solution	Business Impact (1-5)	Implementation Feasibility (1-5)	Priority Score (Impact x Feasibility)

Priority Action: Which process scored highest? Write one sentence describing why it should be your first AI initiative:

Your answer:

Exercise 3: Stakeholder Impact Map

Identify the key stakeholders who would be affected by AI adoption in your area.

Stakeholder Group	How AI Affects Them	Their Likely Reaction (Positive/Neutral/ Negative)	What They Need to Hear	Who Should Communicate

Part 2: LAUNCH Framework Application (25 minutes)

The LAUNCH framework provides a structured approach to rolling out AI initiatives: - **L** - Landscape Assessment: Audit processes, data, and infrastructure - **A** - Alignment with Strategy: Link AI initiatives to business goals - **U** - Upskilling the Workforce: Build AI literacy and tool proficiency - **N** - Navigate Change Management: Address resistance and build buy-in - **C** - Champion Quick Wins: Run pilots that demonstrate fast value - **H** - Harvest & Scale: Measure results, iterate, and expand

Exercise 4: LAUNCH Planning Template

Choose one AI initiative from Exercise 2 and plan it using LAUNCH.

Initiative Name: _____

LAUNCH Phase	Key Activities	Timeline	Owner	Success Criteria
L - Learn		Week 1-2		
A - Assess		Week 3-4		
U - Understand		Week 5-6		
N - Navigate		Week 7-8		
C - Create		Week 9-12		
H - Harvest		Week 13+		

Exercise 5: Risk Assessment

For your chosen initiative, identify potential risks and mitigation strategies.

Risk Category	Specific Risk	Likelihood (H/M/L)	Impact (H/M/L)	Mitigation Strategy
Data				
Technical				
People				
Process				
Ethical				
Compliance				

Exercise 6: Change Readiness Checklist

Assess your organisation's readiness for the AI initiative you've planned.

- [ ] Leadership has been briefed and is supportive
- [ ] Budget has been identified or can be requested
- [ ] Data required for the AI solution is available

- [ ] Staff who will be affected have been identified
- [ ] A communication plan is in place or being developed
- [ ] Training needs have been assessed
- [ ] Success metrics have been defined
- [ ] A rollback plan exists if the initiative doesn't work
- [ ] Ethical implications have been considered
- [ ] Compliance and legal review has been planned

Score: ___/10

What needs to happen before you can proceed?

Your answer:

Part 3: AI Rollout Planning (25 minutes)

Exercise 7: Communication Plan

Design a communication plan for your AI initiative.

Audience	Key Message	Channel	Timing	Frequency
Senior Leadership				
Middle Management				
Directly Affected Staff				
Wider Organisation				
External Stakeholders				

Elevator Pitch: Write a 30-second pitch for your AI initiative:

Your pitch:

Exercise 8: Training and Upskilling Plan

Identify the skills your team needs to successfully adopt AI.

Skill Area	Current Level (1-5)	Target Level (1-5)	Gap	Training Approach	Timeline
AI Literacy (concepts)					
Prompt Engineering					
Data Literacy					
Tool-Specific Skills					
Critical Evaluation					
Ethics & Governance					

Quick Wins: List 3 things your team could learn this week to start building AI skills:

1. _____
2. _____
3. _____

Exercise 9: Pilot Design

Design a small-scale pilot for your AI initiative.

Pilot Name: _____

Objective: What will the pilot prove or disprove?

Your answer:

Scope: - **Duration:** ____ - *Team Size:* ____ - **Department/Function:** _____

Success Metrics:

Metric	Baseline (Current)	Target (After Pilot)	How Measured

Go/No-Go Criteria: What results would justify scaling the pilot?

Your answer:

Part 4: Action Plan & Reflection (20 minutes)

Exercise 10: 30-60-90 Day Action Plan

Create a concrete action plan for the next three months.

30 Days (Quick Wins): - [ ] _____ **- [ ]** _____ **- [ ]** _____ - [ ] _____

60 Days (Building Momentum): - [ ] _____ **- [ ]** _____ **- [ ]** _____ - [ ] _____

90 Days (Scaling & Measuring): - [ ] _____ **- [ ]** _____ **- [ ]** _____ - [ ] _____

Exercise 11: Personal AI Development Plan

Commit to your own AI learning journey.

Area	Goal	Action	By When	Resources Needed
AI Knowledge				
Tool Proficiency				
Strategic Thinking				
Change Leadership				

My AI Learning Commitment: I will dedicate ___ hours per week to building my AI skills over the next ___ months.

Accountability Partner: _____

Exercise 12: Reflection & Key Takeaways

Three things I learned today that I will apply immediately:

1. _____
2. _____
3.

The biggest barrier to AI adoption in my organisation is:

Your answer:

One thing I will do differently starting tomorrow:

Your answer:

Questions I still have (to follow up on):

1. _____
2. _____
3. _____

Resources & Next Steps

Recommended Tools to Explore

- **ChatGPT** (chat.openai.com) - General-purpose AI assistant
- **Microsoft Copilot** (copilot.microsoft.com) - Integrated with Microsoft 365
- **Claude** (claude.ai) - Thoughtful analysis and writing
- **Perplexity** (perplexity.ai) - AI-powered research
- **Gamma** (gamma.app) - AI presentation creation

Useful Frameworks

- **CRAFT Prompt Framework** - Context, Role, Action, Format, Tone
- **LAUNCH Framework** - Landscape, Alignment, Upskilling, Navigate, Champion, Harvest
- **AI Readiness Assessment** - Use the interactive tool from today's seminar

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- ITAG Skillnet AI Advantage Programme: www.itag.ie
- Share your progress and learn from peers in the programme

ITAG Skillnet AI Advantage | AI's Impact on Work & Rolling Out AI Successfully This workbook is designed for post-seminar reflection and action planning.