



This checklist offers foundational principles and steps for organizations and individuals who want to begin using AI in a human-centered, responsible way.

Start with Purpose

- ☐ Identify the real human need or challenge you're trying to address.
- ☐ Define how AI can support (not replace) people in that context.
- ☐ Align your goals with ethical, inclusive outcomes.

Learn the Basics of AI

- ☐ Understand the difference between AI, machine learning, and automation.
- ☐ Know what AI can and can't do -- and when it's the right tool.
- ☐ Explore examples of AI supporting people in real life.

Think Beyond the Tech

- ☐ Consider the social, emotional, and ethical impacts of AI.
- ☐ Ask: Who benefits? Who might be excluded or harmed?
- ☐ Involve diverse stakeholders from day one.

Bake in Accessibility



- ☐ Design for users of all abilities and backgrounds.
- ☐ Avoid visual-only or audio-only interfaces.
- ☐ Make accessibility a design requirement -- not an afterthought.

Stay Transparent and Accountable

- ☐ Explain how your AI works, in language anyone can understand.
- ☐ Be honest about limitations, risks, and intended use.
- ☐ Provide clear feedback channels for users.

Learn and Adapt

- ☐ Gather feedback and measure real human outcomes.
- ☐ Use that data to improve -- not just the AI, but the experience.
- ☐ Keep the conversation going, even after launch.

Final Tip:

People-centered AI means building with people -- not just for them. Let empathy, clarity, and inclusion guide your journey.