Adoption Playbook – Workplace-AI-Prompts

This playbook provides a structured, industry-acceptable guide to adopting Workplace-AI-Prompts in real organizations. It covers pilot design, stakeholder roles, governance, training, and KPIs. It is refined from enterprise AI adoption best practices (OpenAI Enterprise Guide, Grove VC, Forbes).

# 1. Introduction & Goals

* Adoption matters because AI tools fail without structured rollout.
* This kit improves operational efficiency and consistency by embedding AI in workflows.

# 2. Stakeholder Buy-in & Roles

* Involve IT, Admin/Facilities, HR, Legal, and end-users.
* Assign responsibilities for governance, usage, and feedback.

# 3. Pilot Program Design

* Start with 1–2 workflows (e.g., incident logging, visitor reports).
* Define KPIs: time saved, adoption rate, error rate.
* Run pilot for 4–6 weeks, gather structured feedback.

# 4. Training & Onboarding

* Conduct a 60–90 min training session.
* Demo workflows, practice with prompts/templates.
* Provide FAQs, job aids, support channels.

# 5. Governance & Policies

* Approval required for sensitive outputs.
* Privacy rules: no sharing PII or financial data.
* Escalation and fallback process defined.
* Version control: update prompts/templates with logs.

# 6. Feedback Loop & Iteration

* Weekly or biweekly feedback check-ins.
* Document improvements to prompts/templates.
* Maintain changelog for transparency.

# 7. Scale Strategy

* Expand to more workflows after pilot success.
* Adopt vertical modules by department/industry.
* Invite contributions through GitHub or community forums.