



AI PRACTICAL USE CHECKLIST



AI Readiness Review

Identify where AI is already showing up in daily work and where clearer rules are needed.



Safe Use Guidelines

Set simple rules for what your team can use AI for and what information should stay protected.



Daily Workflow Support

Find routine tasks where AI can help, such as emails, summaries, reports, planning, and research.



Human Review Process

Make sure AI-generated content is checked before it supports customer messages, reports, or decisions.



Data Protection Check

Keep private company, customer, financial, HR, and legal information out of public AI tools.



Tool Approval Setup

Decide which AI tools are approved for work use and how employees should use them safely.



Brand & Accuracy Review

Check that AI outputs match your company's voice, facts, standards, and customer response process.



Ongoing AI Improvement

Review usage regularly, improve workflows, and update guardrails as your team's needs grow.

 Call for AI Guidance: +1 508-347-9550

 Start Your AI Review: plafamme@centrend.com

 Build Smarter AI Workflows: centrend.com



 Scan to Build Smarter AI Workflows

