

Category	Action Item	Status	Notes / Next Steps
Embrace the change	Identify repetitive tasks that could be automated	<input type="checkbox"/>	
	Discuss perceptions and concerns with your peers and leadership	<input type="checkbox"/>	
	Educate yourself on responsible AI use (ethics, compliance)	<input type="checkbox"/>	
	Advocate for AI adoption within your organisation	<input type="checkbox"/>	
Conduct due diligence of AI tools	Research AI-powered tools specific to your industry	<input type="checkbox"/>	
	Create a requirements list for AI platforms (features, integrations, compliance)	<input type="checkbox"/>	
	Compare tools and use cases with peers and industry contacts	<input type="checkbox"/>	
	Evaluate vendor reputation, support, and security practices	<input type="checkbox"/>	
Data readiness	Audit existing data sources and formats	<input type="checkbox"/>	
	Clean and standardise data to ensure quality	<input type="checkbox"/>	
	Implement data governance (ownership, access controls, privacy compliance)	<input type="checkbox"/>	
	Set up ongoing monitoring for data quality and accuracy	<input type="checkbox"/>	

Policy & governance	Draft or update AI policy (ethical use, bias mitigation, review process)	<input type="checkbox"/>	
	Define roles and responsibilities for AI oversight	<input type="checkbox"/>	
	Ensure compliance with Australian privacy and data laws	<input type="checkbox"/>	
	Schedule regular policy reviews	<input type="checkbox"/>	
Change management & culture	Communicate AI benefits and risks clearly to staff	<input type="checkbox"/>	
	Provide targeted AI training for technical and non-technical staff	<input type="checkbox"/>	
	Encourage innovation while maintaining safeguards	<input type="checkbox"/>	
	Gather ongoing feedback and adjust plans accordingly	<input type="checkbox"/>	
Stay educated & up to date	Attend AI-related webinars and courses	<input type="checkbox"/>	
	Join professional AI or industry groups	<input type="checkbox"/>	
	Read industry reports, research, and newsletters	<input type="checkbox"/>	
	Explore demos of AI solutions	<input type="checkbox"/>	
Execution & measurement	Identify high-impact AI use cases	<input type="checkbox"/>	
	Set measurable objectives and KPIs	<input type="checkbox"/>	

	Start with pilot projects before scaling	<input type="checkbox"/>	
	Review AI performance regularly and refine approach	<input type="checkbox"/>	