

Your team needs more than an *AI login.*

What I'd put in place before a team
starts using AI.



Start with the business result.



If the goal is faster customer replies, AI might prepare accurate drafts. Measure the completed reply, including the time spent checking it.

Make the policy *usable.*



Hold at the threshold

Name the approved tools, allowed information, review rules, and who to ask when the answer is unclear.

Train on the task they'll do.



Find the unsupported promise

Use approved sample inputs. Have people prepare a draft, find an unsupported claim, and correct it.

Say exactly what AI should do.

THE INSTRUCTION PEOPLE FOLLOW

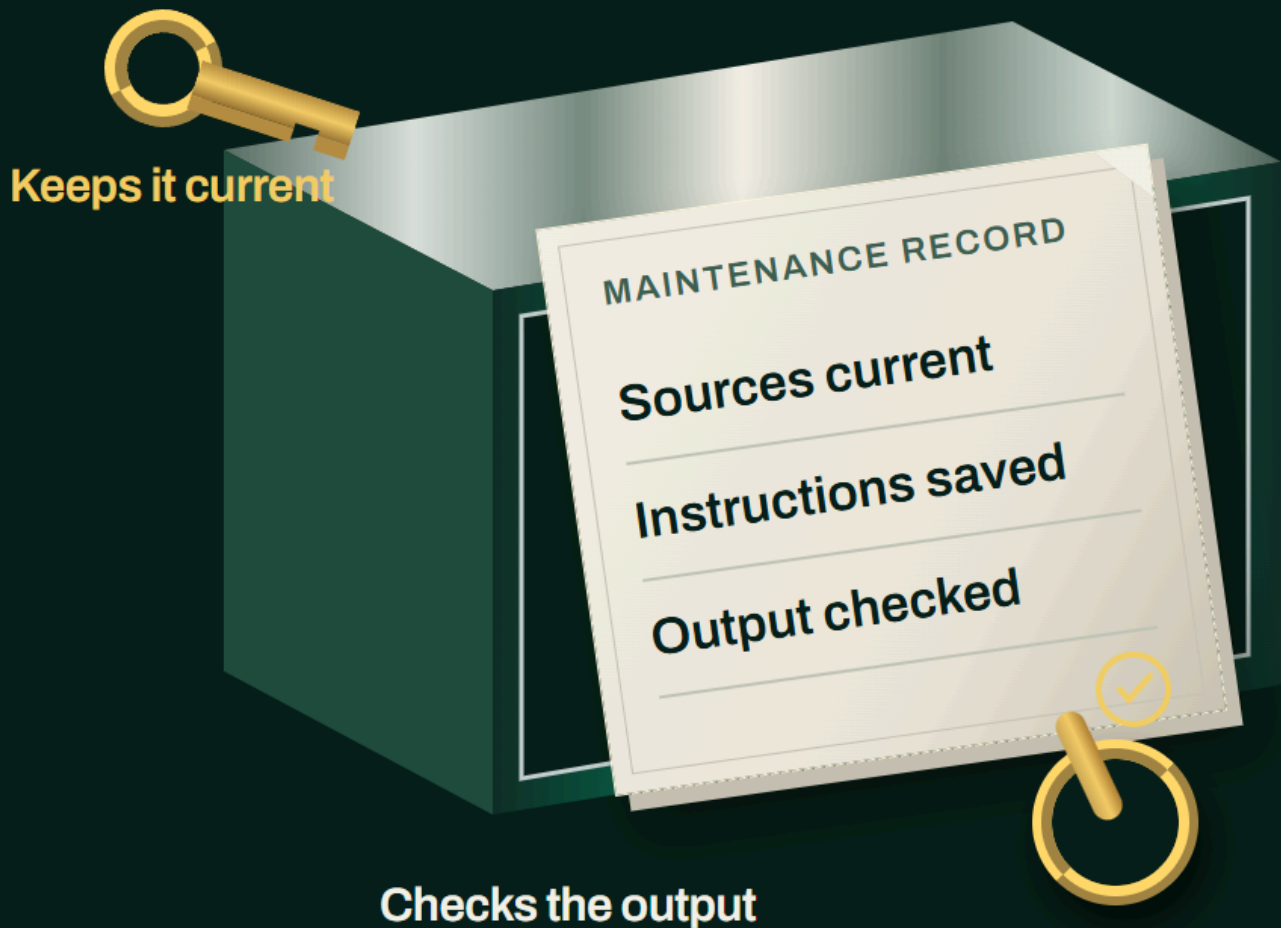
**Use AI to draft from our FAQ.
Check the facts before
sending. Bring exceptions to
the owner.**

● Task · Check · Exception

One clear expectation

“Use AI to draft from our FAQ. Check the facts before sending. Bring exceptions to the owner.”

Give the process *an owner.*

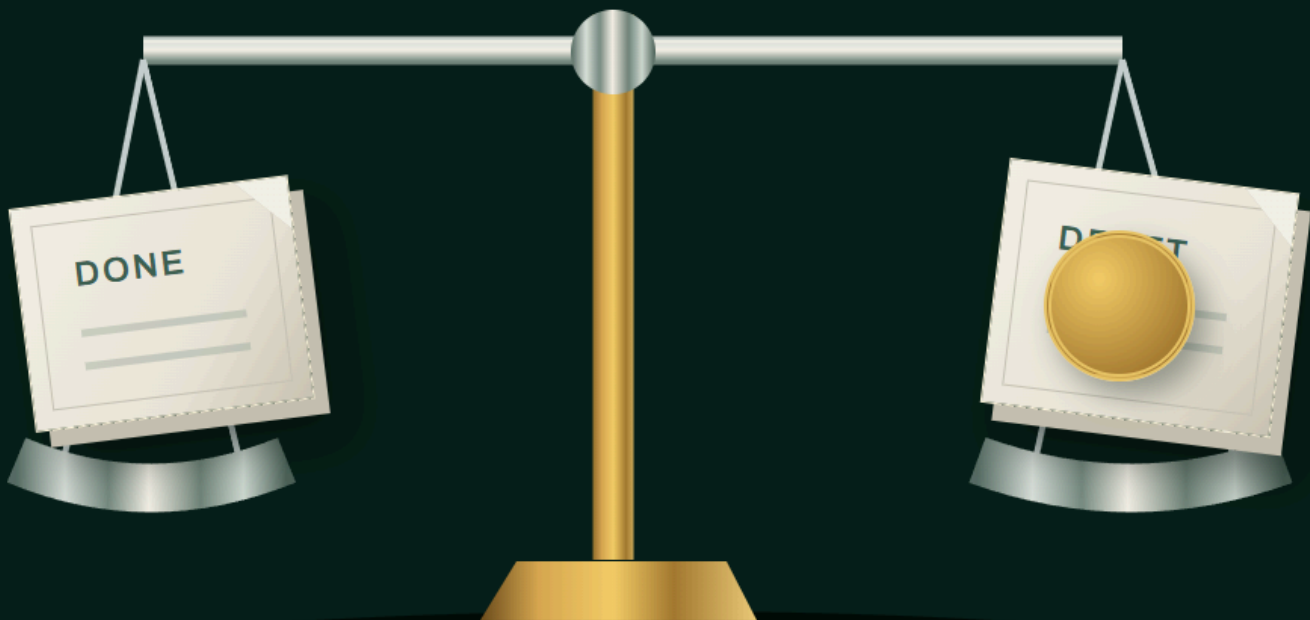


Someone must keep the sources and instructions current, check the work, and pause the process when it starts going wrong.

Check whether the work improved.

Whole task

AI + review



Count the review work

Time · Quality · Corrections · Cost

Compare the whole task: total time, quality, corrections, and cost. Agree on what counts as acceptable before the pilot starts.

Build the rollout with your team.



prioraity.io/guides

The free guide includes a policy worksheet, training plan, pilot checks, and an operating record.

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