

ADOPTION

AI Change Management and Training Plan

A worksheet for planning how people learn, adopt, review, and improve AI-supported workflows.

WHAT THIS TEMPLATE HELPS YOU DECIDE

Map training needs, workflow changes, communication, feedback loops, resistance risks, and review habits so architecture becomes operating behavior.

BEST FOR

- Teams rolling AI out to staff
- Leaders changing operating habits
- Operators responsible for adoption quality

OUTPUTS

- Adoption plan
- Training map
- Feedback loop

STEP 1

Frame the operating need

Start with the workflow, decision, owner, and business pressure. The template is useful only when it is grounded in a real operating moment.

Operating frame

Workflow changing

Name what people will do differently after launch.

Audience

Name teams, roles, reviewers, managers, or customers affected.

Adoption owner

Name who manages training and feedback.

Readiness check

- Affected roles are mapped
- Training is tied to actual workflow behavior
- Review habits are practiced
- Feedback has an owner and path
- Resistance risks are named without blame

STEP 2

Map the architecture questions

Use this page to separate the parts of the system that need design before anyone jumps to tools, prompts, or implementation details.

Design map

Start doing	Which new behavior should users adopt? _____
Stop doing	Which manual workaround, copy-paste habit, or shadow process should end? _____
Review behavior	How should users inspect, approve, correct, or escalate AI output? _____
Training	What does each role need to understand before launch? _____
Feedback	How do users report weak outputs, missing context, or workflow friction? _____

AI adoption is a workflow change, not a software announcement. People need clarity on what changes, what stays human, and how feedback improves the system.

STEP 3

Turn the answers into a brief

A strong brief makes the next decision easier: proceed, defer, redesign, govern, or assess more deeply before implementation.

Decision brief

Launch message	What should people understand about purpose, limits, and support? <hr/>
Training owner	Who delivers and updates training? <hr/>
Adoption signal	Which behavior proves the workflow is being used correctly? <hr/>
Risk	Which habit or misunderstanding could undermine adoption? <hr/>

Turn AI rollout into operating adoption.

IntelliSync helps teams translate AI architecture into training, communication, review behavior, and feedback loops.

[Open Architecture Assessment](#)