

# A 6-Step Guide to AI Implementation

A Quick AI Strategy that Actually Works

## 1 Project Selection

GOAL: Identify candidate projects for AI.



### Top Tip

An AI project doesn't have to be a new project. Turbo charging existing automation and workflow projects with AI is often the fastest route to ROI.



**Strategic Fit** – Ensure alignment with company goals, market trends, and competitive landscape.

**Quick Wins Strategy** – Enhance existing workflows with AI for incremental improvements and faster ROI.

**Shortlist Candidates** – Rank projects based on impact, cost and feasibility. Choose the top 1-3 that deliver the highest impact and lowest effort.

**Evaluation Criteria** – Assess financial viability (ROI, NPV), operational feasibility, and stakeholder impact.

**AI Readiness Check** – Validate data quality, ethical considerations, talent, and regulatory compliance (EU AI Act).



Once you choose the use case, choose the right AI for the job and ask yourself if you need AI at all. Just because you have a hammer, it doesn't mean you need to use it. Applying the wrong technology to the problem will only make it worse.

## 2 Validation

GOAL: Test project feasibility and readiness.



**Pilot Tests & PoC** – Conduct small-scale tests to validate technical and business feasibility.

**Readiness Assessment** – Evaluate stakeholder readiness, system compatibility, and data quality.

**User Experience (UX) Considerations** – Assess engagement and emotional impact in AI-driven workflows.

**Risk Analysis** – Identify compliance, security, and ethical risks; establish mitigation plans.

### Top Tip

Your team may resist, because AI can be scary to some. Involve them in the process and emphasise that that AI's role is to help them, not take their place.



## 3 Planning

GOAL: Develop a structured roadmap for execution.



**Project Planning** – Utilise task prioritisation, risk prediction, and resource optimisation.

**Critical Path Management** – Address high-risk components first to minimise delays.

**Agile Approach** – Follow agile and iterative methodologies for iterative development.

**Building Familiarity with Prompting** – Use tools that provide AI in the context of existing use cases to accelerate adoption and build transparency and trust of AI.

### Top Tip

Start with something non-threatening to get people started using AI. Build AI literacy through tools like Power PDF before scaling automation adoption.



## 4 Execution

GOAL: Build, test, and deploy the solution efficiently.



**Rapid Prototyping** – Use Tungsten Copilot & AI tools for accelerated development.

**Security & Compliance** – Integrate AI with strict access controls, ethical AI policies, and governance.

**CI/CD Implementation** – Automate testing and deployment while ensuring version control for prompts and code to support seamless updates.

**Bias & Transparency** – Regularly audit AI models for fairness and explainability.

### Top Tip

Ensure interactions with AI models are tracked and managed for compliance and analytics. Apply appropriate protections for PII and data retention.



**Key:** For corporate use cases, only use models that do not harvest data for model training. (i.e. OpenAI and Anthropic). Avoid "free" models & tools, where protections are not in place.

## 5 Launch

GOAL: Drive adoption and measure success.



**Lighthouse Customers** – Engage early adopters to refine the solution. For internal projects – develop champion users.

**KPI & Engagement Tracking** – Monitor usage patterns, identify gaps, and optimise for better adoption. Understand how tools are being used, and where they add value and where they don't.

**Marketing & Evangelism** – Develop case studies and internal advocacy programs.

### Top Tip

Store model interactions (anonymise the data first!) and use AI to identify common patterns and problems.



## 6 Monitoring & Maintenance

GOAL: Ensure long-term success and continuous improvement.



**Operationalise Governance** – To maintain GDPR compliance, enforce data segregation, and prevent data leakage.

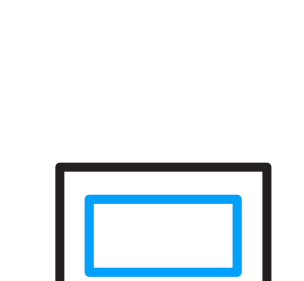
**Continuous Learning** – Apply insights from project outcomes to improve future initiatives.

**Performance Monitoring** – Track daily/monthly active users, model drift, and operational SLAs.

**Future-Proofing** – Keep AI models flexible by allowing upgrades to newer, more effective versions, while staying model-agnostic or utilising a service that selects the best model for the task.

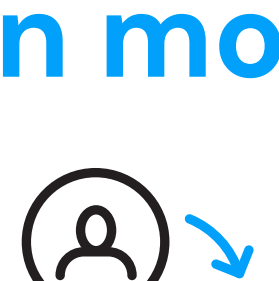
Transform your organization by integrating AI into the fabric of your business workflows. By developing AI literacy, aligning your strategy, and continuously optimizing, you'll position your company for sustained competitive advantage and growth.

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