

Building AI literacy

The 90-day plan from inventory to evidence

Four phases, each with a tangible result. Start with two or three pilot departments and one case task per role.

1 DAY 1 TO 14

Inventory of tools, use cases and shadow AI.

At the end of the phase you have: A table per department: tool, use case, type of data, approved or not. A responsible person named, data protection questions settled.

2 DAY 15 TO 30

Baseline on real case tasks, not in a quiz.

At the end of the phase you have: A baseline per role on a realistic task, communicated as a learning status, not a performance review.

3 DAY 31 TO 60

Coaching where the gaps really are.

At the end of the phase you have: Coaching on the measured gaps; where a pattern affects whole teams, a process rule, for example a four-eyes principle.

4 DAY 61 TO 90

Evidence and management report with a before-and-after comparison.

At the end of the phase you have: A second measurement for the same roles, a short management report and an agreed review rhythm.

WHAT MAKES IT WORK

- Start with the inventory, approve tools afterwards.
- Start with two or three pilot departments.
- Introduce the baseline explicitly as a learning status, not an assessment.
- Agree a fixed review rhythm, for example quarterly and with every new tool.