

Article 4 for small teams

The minimum plan in six steps

Article 4 has no size threshold, but the appropriate effort depends on role, experience and context of use. For small businesses a lean rhythm is enough, one that can be set up in days rather than months.

- ☐ **1** **WEEK 1**
Inventory
Which AI tools are actually used, including private accounts? For each tool: who, for what, with which data, approved or not.
- ☐ **2** **WEEK 1**
Two or three role clusters
For example occasional use for texts, intensive use in customer contact, sensitive data. One sentence per cluster on what safe use means there.
- ☐ **3** **WEEKS 2 TO 3**
First assessment
One realistic everyday task per cluster, worked on transparently and by agreement by a small group. Record the result with a date.
- ☐ **4** **WEEKS 4 TO 6**
One targeted measure
Address the biggest gap, for example checking AI output or handling customer data, instead of training for everyone.
- ☐ **5** **ONGOING**
Document
For each measure: date, group, what was taught or assessed, result, follow-up.
- ☐ **6** **AFTER 6 MONTHS**
Repeat
Run the same assessment again, and also with every new tool. Only the second data point shows development.

WHAT YOU DO NOT NEED

- no certificate and no exam
- no minimum number of hours
- no dedicated AI officer
- no training for everyone on the same day

FREE HELP

- AI Service Desk of the Bundesnetzagentur with factsheets for SMEs
- The European Commission's Living Repository with practical examples