

Getting your company data ready for AI: 3 questions to ask our team

Smart AI adoption starts with good data habits. These three questions give you a clear picture of where you stand today and a practical place to start.

QUESTION 1

What AI tools do you think are already in use across your team?

Ask people what they use and what it helps with, with no blame in the wording. Then ask one followup: are you putting company data into the tool, or using it like a search engine?

QUESTION 2

When did you last check how broadly your files are shared?

Review who can reach sensitive employee, customer, and financial data in SharePoint, OneDrive, and shared drives. Update access for people who have changed roles. The same cleanup makes AI answers clearer and more reliable.

QUESTION 3

Who in your organization answers “Is this tool okay to use?”

Name a small group, including a few early adopters, to choose approved tools, explain in plain language what data can go into them, and give people a simple way to request something new.

Your First 30 Days of AI Adoption

A simple four-week plan to see how your team uses AI today and set clear guidance that sticks.

Week 1	Week 2	Week 3	Week 4
<i>Ask</i>	<i>Look</i>	<i>Decide</i>	<i>Tell People</i>
Ask your team three questions about which AI tools they use and what those tools help with.	Run discovery on which AI applications are in use and how broadly your files are shared.	Name the approved tools. Write one page of plain guidance. Pick who answers questions.	Share it briefly and specifically. It works best coming from leadership, not only from IT.

Problem Solved.