

Form 11 — Adoption and transition plan

Companion worksheet to *Design-Led Involvement for Business Growth* by Sylvian Bryan.

Project: _____ Date: _____ Use evidence and mark unknowns. Attach supporting records as needed.

Roles affected and change to real tasks

Old work removed and new burden introduced

Practice cases, support and exception route

Treatment of work in progress

Retirement conditions and adoption measures

Tool 12 AI use brief

Use this before introducing AI assistance into a recurring workflow. Define the task, permitted data, expected output, reviewer expertise, verification method, prohibited actions, failure conditions, and operating owner. Include the cost of review in the comparison with the current method.

Build evaluation examples covering common tasks and important failure modes. Preserve source references for factual outputs. Keep generated material distinguishable from observed evidence. Decide which changes to the tool or workflow require renewed evaluation.

Notes / decisions / next steps

Companion resources: www.sylvianbryan.com/design-led/forms/