

L&D AI Decision-Making Framework Checklist

Things to Consider	Questions to Ask	Notes
Alignment and Purpose	☐ What learner or performance need is this initiative addressing?	
	☐ Which specific tasks could AI support, and why are they good candidates?	
	☐ Does AI meaningfully reduce effort or improve quality?	
Quality and Accuracy	☐ What level of precision does the content require?	
	☐ What risks arise if the AI produces an error?	
	☐ What human review process is required to ensure accuracy?	

L&D AI Decision-Making Framework Checklist

Things to Consider	Questions to Ask	Notes
Context and Integration	☐ Will AI outputs match our templates, tone, accessibility expectations, and LMS requirements? ☐ Does the tool support the formats we need (video, text, assessment items, interactions)? ☐ Are there privacy or data-handling issues to consider?	
Workflow and Capacity	☐ Who on the team will use or review AI outputs? ☐ What training or documentation is required for consistency? ☐ How will we measure time saved or quality improved?	
Pilot and Evaluation	☐ Have we tested AI-assisted materials against human-created ones? ☐ What criteria will determine whether AI should be scaled?	