

CHECKLIST

Ai Knowledge Management Software

Implementing AI knowledge management effectively

- 1 Assess current knowledge gaps: search speed, content creation, or expert discovery needs.
- 2 Research AI platforms like Guru, Notion AI, Microsoft Viva Topics, and Slab AI.
- 3 Evaluate each platform's integration capabilities with Slack, Salesforce, and SharePoint.
- 4 Run a pilot program with one team to test workflow fit before full rollout.
- 5 Track metrics: knowledge retrieval time, employee productivity, and user satisfaction gains.
- 6 Audit your existing knowledge base quality and volume before implementing AI software.
- 7 Choose a platform with strong contextual search and intelligent suggestion capabilities.
- 8 Plan training sessions to ensure team adoption and minimize implementation disruption.
- 9 Monitor AI accuracy and adjust data inputs to improve tagging and categorization.
- 10 Calculate ROI by measuring time savings and operational cost reductions post-launch.
- 11 Set up automated content organization and verification workflows within your chosen platform.

