

CHECKLIST

Ai Solutions for Managing Unstructured Knowledge Data

Organizing unstructured data with AI

- 1 Set AI to continuously index Slack, Google Drive, and Notion automatically.
- 2 Integrate at least three major knowledge silos into your semantic search pipeline.
- 3 Configure vector databases to crawl all your knowledge sources completely.
- 4 Pair AI summarization with human review for your top 10% critical documents.
- 5 Deploy a knowledge graph that auto-links people, topics, and assets.
- 6 Choose semantic search tool (Pinecone) paired with summarization tool (Otter.ai).
- 7 Implement user feedback loops so AI summarization improves over time.
- 8 Start with Microsoft Syntex (\$5/user/month) for tight Office 365 integration.
- 9 Measure retrieval time reduction and knowledge duplication metrics monthly.
- 10 Train employees to trust AI-generated summaries through gradual adoption.
- 11 Avoid relying solely on document management system's built-in search functionality.
- 12 Calculate ROI by tracking hours saved per worker per week quarterly.