



AI ASSISTANT SUITE

Starter Pack Instructions for Admins

Welcome to the Starter Pack for the AI Assistant Suite

We're thrilled to bring generative AI to your users! This starter pack is designed to help your teams gain immediate value from the AI assistants. With the AI Assistant Suite, your users can leverage the capabilities of GPT and other AI technologies to accelerate their editorial work and maintain content excellence at scale.

In this Starter Pack, you will find:



One Pager

An overview of the AI suite's offerings and benefits. Valuable for early stage introduction.

Share to: Everyone



Policy Guidelines

Considerations for developing a Gen AI policy - for companies that don't yet have a policy.

Share to: Legal



Product Documentation

Instructions for configuring the AI Assistants. Access with [this link](#) to AI-Powered Tools.

Share to: IT



User Training Videos

Demo of how Content and Analyze Assistants can be used to create a blog post.

Share to: Everyone



Messaging Template

[Optional] Customizable template for communicating upcoming free trial to AI Suite.

Share to: Comms



Prompting Tips Sheet

Help users effectively customize prompt shortcuts or utilize free prompt writing.

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What's next?

To ensure successful adoption of the new tools leading to ROI, organizations should prioritize effective communication throughout the change management process. In line with recognized best practices, we suggest the following actions:

1. Define Success

Set measures for trial or roll-out success eg. % of active users, average hours per week saved, or % increase in content volume.

[Link to survey to collect this data](#)

2. Prepare for Change

Have an executive sponsor communicate upcoming access to the AI Suite.
Ensure teams understand the AI usage policy.

3. Enable Teams

Create a community space (eg. Slack channel) to share AI Suite resources and allow users to ask questions and share tips with one another.

4. Allow for Feedback

Establish a channel where users can share feedback and propose new use cases for new prompt shortcuts.