

The Human Handshake Rollout Checklist

AgentForgeHub.com

How to Use This Checklist

This checklist is designed to help you roll out The Human Handshake framework in your organization. It follows the seven core steps outlined in the blog post and ensures your team feels empowered, informed, and involved in the AI adoption process.

Print this out, share it with your project team, and check off items as you complete them.

Rollout Steps

- ☐ 1. Clarify transparency level for technical and non-technical staff.
- ☐ 2. Design initial Shadow Mode rollout.
- ☐ 3. Implement human-in-the-loop approval points.
- ☐ 4. Set up AI style memory aligned with company tone and workflows.
- ☐ 5. Publish weekly AI win summaries.
- ☐ 6. Define and implement AI confidence thresholds for autonomy.
- ☐ 7. Engage skeptics as co-designers and testers.
- ☐ 8. Create internal documentation for trust-building process.
- ☐ 9. Run pilot program with small team before full rollout.
- ☐ 10. Collect feedback and iterate on workflow.