

Team *Setup*

Full package

From reviewing your processes to building and testing your AI setup and shared knowledge base, and training your team to use them.

The roadmap

STEP	APPROACH	OUTCOME
01 Orientation & assessment	Review tools, knowledge and current AI use; agree on goals, participants and success criteria.	Clear project brief and an overview of the current situation.
02 AI fundamentals	Build on existing knowledge; explain how AI works, context, limitations and rules for use through the team's own workflows.	Shared understanding of how to use AI responsibly.
03 Process audit & optimisation	Review existing processes, responsibilities and handovers; update and simplify where needed. Then select suitable AI applications.	Clear, optimised processes and suitable opportunities for AI use.
04 Knowledge base & AI structure	Organise project knowledge, templates and work instructions in a shared knowledge base; set up access for the team and AI, and establish maintenance.	Shared knowledge base for the team and AI.
05 Implement & test	Set up and test applications; train the team. Assess quality and effort against the success criteria.	Tested applications and work instructions.
06 Embed in daily work	Hand over applications; assign responsibility for maintenance and cover. Review use at the follow-up session.	Clear responsibilities and adjustments for everyday use.

Working *together*

Collaboration

We agree on the scope before work begins. Process review, training and practical work take place on-site and online.

You provide approved documents and access. Together, we clarify responsibility for content, output quality, technical support and data protection matters. Staff time and participation are planned to fit your team structure.

Technical scope

Implementation uses the available features and connections of existing AI solutions, selected and configured for your requirements.

Further infrastructure work can be carried out in collaboration with internal or external IT specialists.

Fees

Your individual proposal sets out the services, estimated effort and the follow-up session after handover. Billing is based on hours actually worked.

All fees exclude applicable VAT. Licences, external technical services and, where applicable, travel and accommodation costs are listed separately.

Next step

In an initial conversation, we discuss your current situation, goals and a practical starting point. You then receive an individual proposal.

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