

AI Adoption Dashboard

A mockup specification for tracking whether an AI enablement program is actually working

A program is only as good as what it can measure. This dashboard specification defines the metrics that show whether AI adoption is real, safe, and delivering value. It is designed to be built in Power BI, Excel, or a similar tool, and to give leadership an honest, at-a-glance picture. (This is a design specification and metric framework; the live dashboard would be populated with a team's real, de-identified data.)

Panel 1: Adoption and reach

- Percent of employees trained (target trending toward full coverage)
- Percent active weekly users (the real adoption signal, not just trained)
- Top use cases by volume (what people actually use AI for)
- Manager adoption rate (are leaders modeling the behavior?)

Panel 2: Value delivered

- Estimated time saved per use case and in aggregate
- Quality improvement indicators (e.g. reduced rework, errors caught)
- Confidence scores, before vs. after training (self-reported capability)
- Business outcomes tied to priority workflows

Panel 3: Safety and governance

- Governance incidents (target: zero; tracked openly)
- Percent of use running on approved tools vs. detected shadow AI
- Verification compliance (human-review steps completed)

How to read it

The three panels answer the three questions leadership actually asks: Are people using it? Is it delivering value? Is it safe? A healthy program shows rising weekly-active usage, growing time-saved and confidence, and governance incidents at or near zero. A program in trouble shows high training numbers but low active usage (people were trained but did not adopt), or value with rising governance incidents (adoption outpacing safety). The dashboard makes those patterns visible early enough to act.

Build note: this is where data-analysis skill becomes directly useful to enablement work, turning raw program data into a legible picture that drives decisions, without needing a full data-analyst role. The same Excel and Power BI skills used elsewhere in this portfolio apply directly here.