

CHECKLIST · AI AT WORK

ChatGPT vs Copilot vs Gemini: what business plans include in Australia

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- ☐ **List existing subscriptions with your administrator.** Record each staff member's Microsoft 365 or Google Workspace edition and current AI access before ordering.
 - ☐ **Obtain the exact quote before purchase.** Confirm currency, GST, paid seats, base-plan requirements, commitment, payment timing and renewal price.
 - ☐ **Check usage spending with the account owner.** Identify any metered parts of the proposed task and set the approved budget and alert recipients before testing.
 - ☐ **Confirm accounts and permissions with the administrator.** Check connected services and permitted information against the team's written AI rules.
 - ☐ **Assign one trial task and a reviewer.** Use fictional or approved material and record checking time, corrections and total cost before adding more seats.
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