



Worksheet: Adapting TECgpt

Section	Guiding Question	Your Notes/Context
Platform Purpose	What educational problem is this institutional AI platform meant to solve (e.g., scaling AI use, faculty agency)?	
Primary Users	Who will primarily use the platform (faculty, students, designers, staff)?	
Pedagogical Focus	What types of learning experiences should the platform enable (assessment, tutoring, feedback, design, automation)?	
Core Capabilities	What core functions will the platform offer (chat, skills, agents, templates, workflows)?	
Faculty Enablement Model	How will faculty be supported to design and deploy AI-powered learning without technical expertise?	
Governance & Safeguards	How will ethics, data privacy, and responsible AI use be enforced?	
Integration Points	How will the platform connect to courses, LMSs, or institutional workflows?	
Adoption Strategy	How will the platform be introduced and scaled across programmes and levels?	
Professional Development	What training or communities of practice will support effective use?	
Impact Signals	How will you measure adoption, time saved, teaching innovation, and user satisfaction?	
Scalability & Sustainability	How will the platform evolve and remain relevant over time?	
Key Requirements	What infrastructure, teams, and leadership support are needed?	
Local Adaptation Notes	Constraints or changes needed for your context	