CHECKLIST · AI AT WORK

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

Updated 6 November 2026. Read the full story, sources and any updates at
digitaladvisors.com.au/journal/chatgpt-copilot-gemini-business-plans-australia/

- [ ] **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.

NOTES

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.