

The 90-day checklist

Tick each line when it is done, not when it has started. Write who does each line, and the date it is due.

Organisation [name]

Owner [name]

Day 1 [date]

DAYS 1 TO 30

decide and set the rules

Who / due

- ☐ An owner is named, with time in their week to do it
- ☐ The leadership alignment session is held and the worksheet is filled in
- ☐ The main AI platform is chosen; a second only for named jobs
- ☐ Questions for IT or the admin are sent (week 1)
- ☐ The tools and connections register lists every AI tool in use, paid or not
- ☐ The policy is adopted, and the staff guide and the three habits have gone to everyone
- ☐ Three first jobs are chosen across two teams, each at level 1 or 2
- ☐ What to do with the time saved is decided for each team
- ☐ Baseline measures are taken for each job, over two weeks
- ☐ IT's answers are in writing (week 4), and any gaps are closed or the pilot is limited

DAYS 31 TO 60

pilot

Who / due

- ☐ Both teams have run Brief an Agent before the first run (week 5)
- ☐ Both teams have run Check What AI Writes (week 5)
- ☐ Each job has a written brief, a level and a check
- ☐ "Ask first" is set in each tool, not just typed in the brief
- ☐ The weekly 20-minute review happens every week, and is logged
- ☐ Every leader and pilot manager has shown one real task of their own at a review
- ☐ Each training session is in the record of AI training

DAYS 61 TO 90

scale, fix or stop

Who / due

- ☐ Each job has its measures against the baseline
- ☐ Each job has a decision: scale, fix or stop, with the reason written down
- ☐ Each job that scales is written down as a skill, with an owner
- ☐ Any level change follows five clean runs, and drops at once after a surprise
- ☐ The record of AI training is complete and checked
- ☐ The day-90 report has gone to the board

AFTER DAY 90

Who / due

- ☐ The monthly leadership update is in the diary for the next 12 months
- ☐ The register and the tools' settings are rechecked every month
- ☐ The next job is chosen from the picker

From The AI Rollout Plan by Neosaipien, October 2026 edition. Every time is an estimate.