

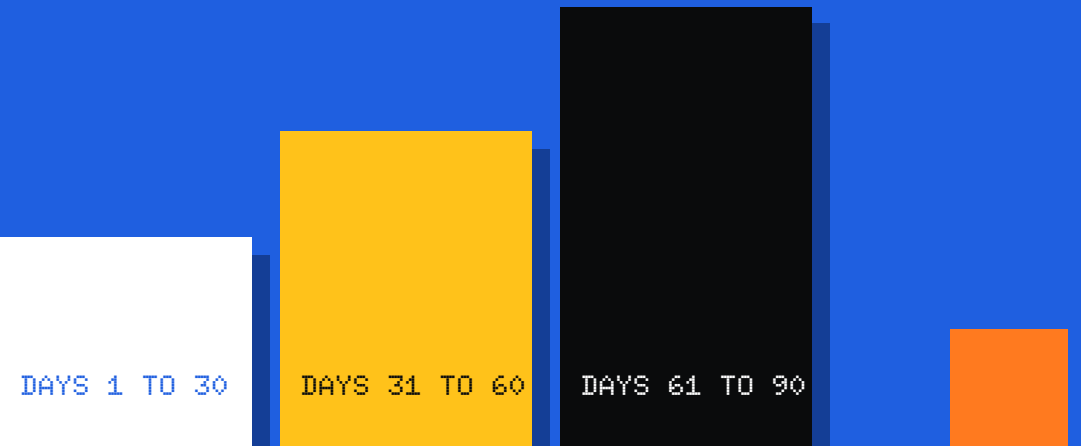
YOUR LOGO

LEADERSHIP MEETING

Our AI rollout: the next 90 days

[Organisation name]. What we decide today, what changes for our people, and how we will know it worked.

[Presenter name], [date]



WHY NOW

The tools are the easy part

Organisation over individual

Organisational factors account for “more than 2x the reported AI impact of individual factors” (67% vs 32%). An association, not a cause.

Microsoft, Work Trend Index, 5 May 2026:
20,000 AI users, 10 countries

Leaders out of step

Only 26% of AI users say their leadership is “clearly and consistently aligned on AI”.

Same survey

Redesign over add-ons

Nearly three-quarters of McKinsey's “AI high performers” have fundamentally redesigned workflows.

McKinsey survey of 1,719 people, reported by Fortune, 2 Sep 2026

Microsoft and McKinsey sell AI services, and these surveys are self-reported.

WHERE WE ARE TODAY

What we have, and what we don't

Tools we pay for

[list, from the register]

People using them

[number or share, if known]

Written rules

[none / draft / adopted on date]

Who owns it

[nobody yet / name]

How we measure it

[nothing yet / what we measure]

THE LEADER'S THREE JOBS

What only this room can do

01

Decide

What AI is for here, which three jobs go first, who owns it.

02

Set the rules

What never goes in, who checks, what AI may do alone.

03

Use it yourself

One real task a week, briefed and checked, shown to your team.

A Microsoft-led study of 1,800 workers (Jul 2025): when managers actively modelled AI use, employees reported a 17-point lift in reported AI value. Self-reported.

WHICH PLATFORM

One main platform, then a second for named jobs

Claude

One conversation for questions and tasks. Asks before acting by default. Docs, Slides and Claude for Excel.

ChatGPT

Work for tasks that end in a file. Routines that start when an email arrives. Pictures.

Gemini

Inside Gmail, Docs, Sheets and Meet at Google companies. Its Task agent is for personal accounts, for now.

The plan's author recommends Claude first, ChatGPT second, Gemini third. The tool we already approve for company data comes first. As of Oct 2026.

THE 90 DAYS

Decide, pilot, then scale, fix or stop

DAYS 1 TO 30

Decide and set the rules

Owner, alignment, register, policy, three jobs, baseline, questions to IT

DAYS 31 TO 60

Pilot

Two teams, two workshops, levels 1 and 2 only, a weekly 20-minute review

DAYS 61 TO 90

Scale, fix or stop

A decision for each job from its numbers, skills, the training record, a report to the board

OUR FIRST THREE JOBS

Three jobs, two teams, levels 1 and 2

01

[Job 1]

[Team]

[Level 1 Read or 2 Draft]

02

[Job 2]

[Team]

[Level]

03

[Job 3]

[Team]

[Level]

Chosen with the job picker: value, how often, and three questions. Can it be undone easily? Does it leave the team? Does it read outside content?

HOW WE WILL KNOW

Time saved is not value

Quality

Rework

Turnaround

Errors caught

**Staff
confidence**

Measured for each job, by the same method, for two weeks before the pilot and again at day 90.

Time saved becomes value only when we decide what it is for, team by team.

DECISIONS TODAY

Six things to agree before we leave

Owner	[name], with [hours] a week for 90 days
Main platform	[platform], and a second only for [named jobs]
Pilot teams	[team] and [team]
The rules	Adopt the policy by [date]
Time saved	Goes to [what], team by team
Next review	[date], then monthly