

Our AI rollout: the plan on a page

Decide and set the rules, pilot with two teams, then scale, fix or stop each job on its numbers.

Organisation **[name]**

Owner **[name]**

Day 1 **[date]**

DECIDE What AI is for, the platform, three jobs, an owner

SET THE RULES What never goes in, who checks, ask first

USE IT YOURSELF One real task a week, shown to the team

DAYS 1 TO 30

Decide and set the rules

- ☐ **01** Name an owner
The leader, days 1 to 3
- ☐ **02** Hold a leadership alignment session
The leadership team, week 1
- ☐ **03** Fill in the tools and connections register
The owner, with IT or the admin, weeks 1 and 2
- ☐ **04** Adopt the policy
The leadership team, weeks 2 and 3
- ☐ **05** Choose three first jobs with the job picker
The owner and two team managers, weeks 2 and 3
- ☐ **06** Take baseline measures
The two team managers, weeks 3 and 4
- ☐ **07** Put the questions to IT or the admin
The owner, send in week 1, answers by week 4

DAYS 31 TO 60

Pilot

- ☐ **08** Start with two teams
The owner, week 5
- ☐ **09** Run the two workshops
Each pilot team, week 5, before the first run
- ☐ **10** Levels 1 and 2 only
Each pilot team, weeks 5 to 8
- ☐ **11** Hold a weekly 20-minute review
Each pilot team and the owner, every week
- ☐ **12** Decide what to do with the time saved
The leadership team, before week 5
- ☐ **13** Managers model it
Every leader and pilot manager, every week

DAYS 61 TO 90

Scale, fix or stop

- ☐ **14** Make a decision for each job
The leadership team, days 75 to 80
- ☐ **15** Write the team's way of doing a task as a skill
The pilot manager, days 61 to 85
- ☐ **16** Move up one level after five clean runs
The pilot manager, from day 61
- ☐ **17** Keep the record of AI training
The owner, from day 31, checked at day 85
- ☐ **18** Report to the board
The leader and the owner, day 90

AFTER DAY 90

The monthly rhythm

- ☐ **19** A monthly leadership update
The owner, monthly
- ☐ **20** Recheck the register and the settings
The owner, with IT or the admin, monthly
- ☐ **21** One job in, one job decided
The leadership team, monthly
- ☐ **22** Review the policy and the training record
The owner, every quarter

LEVELS: 1 AND 2 ONLY IN THE PILOT

1 Read. It looks and reports. It changes nothing.

2 Draft. It drafts. Only a person sends or shares.

3 Ask first. It acts, and asks before each send, pay, delete or change.

4 Alone. It acts inside fixed limits. A person reviews after.

Up one level after five clean runs. Down at once after a surprise.

THE THREE QUESTIONS

Can it be undone easily? Does it leave the team? Does it read outside content? Any risky answer: level 3 at most.

Never in the first 90 days: a job that decides something about a person.

MEASURE, BASELINE FIRST

Quality	Rework	Turnaround	Errors caught
Staff confidence			

Time saved is not value. Decide what it is for before it is saved.