

What is in the Team Pack

Every piece, its folder, its files and its edition, read from each piece's own folder. Every folder also holds LICENCE.txt, the free licence.

October 2026 edition. Listed on 16 Oct 2026 from each piece's own folder and product file. The full list of every file is in index.md.

NO	PIECE AND FOLDER	FILES
1	The AI Rollout Plan (30-60-90 days) ai-rollout-plan/ October 2026 edition	90-day-checklist.docx (A4, Letter), 90-day-checklist.pdf (A4, Letter), READ-ME-FIRST.txt, ai-rollout-plan.pdf (A4, Letter), job-picker-and-measures.xlsx, job-picker.csv, leadership-alignment-worksheet.pdf (A4, Letter), leadership-kickoff-deck.pdf, leadership-kickoff-deck.pptx, measures-tracker.csv, monthly-leadership-update.docx (A4, Letter), plan-on-a-page.pdf (A4, Letter), plan-on-a-page.pptx, questions-for-it.docx (A4, Letter), questions-for-it.pdf (A4, Letter), fonts/ (4 .ttf .txt), LICENCE.txt
2	The Team AI Policy Kit team-ai-policy-kit/ October 2026 edition	00-start-here.pdf (A4, Letter), 01-ai-use-policy-template.docx (A4, Letter), 02-staff-guide.docx (A4, Letter), 02-staff-guide.pdf (A4, Letter), 03-rollout-checklist.pdf (A4, Letter), 04-all-hands-deck.pptx, 05-ai-training-record.docx (A4, Letter), 05-ai-training-record.xlsx, 06-ai-tools-and-connections-register.docx (A4, Letter), 06-ai-tools-and-connections-register.xlsx, 07-new-tool-request-form.docx (A4, Letter), 08-staff-sign-off-sheet.docx (A4, Letter), 09-ai-in-hiring-and-staff-decisions.pdf (A4, Letter), 10-questions-to-ask.pdf (A4, Letter), 11-example-policy-made-up.docx (A4, Letter), 11-example-policy-made-up.pdf (A4, Letter), 12-checked-against-and-about.pdf (A4, Letter), 13-claude-chatgpt-gemini-at-work.pdf (A4, Letter), fonts/ (4 .ttf .txt), LICENCE.txt
3	The 2026 AI Starter starter-2026/ October 2026 edition	pin-up.pdf (A4, Letter), starter-2026.pdf (A4, Letter), starter-briefs.md, LICENCE.txt
4	Workshop in a Box: Check What AI Writes workshop-in-a-box/ October 2026 edition	01-facilitator-guide.pdf (A4, Letter), 02-slides.pdf, 02-slides.pptx, 03-participant-handout.pdf (A4, Letter), 04-practice-sheets.pdf (A4, Letter), 05-emails.txt, 06-feedback-form.docx (A4, Letter), READ-ME-FIRST.txt, fonts/ (4 .txt .ttf), LICENCE.txt
5	The AI Fact-Check Kit fact-check-kit/ October 2026 edition	READ-ME-FIRST.txt, before-you-forward-it.docx (A4, Letter), before-you-forward-it.pdf (A4, Letter), claims-log.pdf (A4, Letter), claims-log.csv, claims-log.xlsx, fact-check-kit-guide.pdf (A4, Letter), practice-pack.pdf (A4, Letter), review-cards.pdf (A4, Letter), skills-install-guide.pdf (A4, Letter), fonts/ (4 .ttf .txt), skills/ (4 .zip), LICENCE.txt
6	Workshop in a Box: Brief an Agent workshop-brief-an-agent/ October 2026 edition	01-facilitator-guide.pdf (A4, Letter), 02-slides.pdf, 02-slides.pptx, 03-participant-handout.pdf (A4, Letter), 04-brief-cards-and-task-cards.pdf (A4, Letter), 05-prompt-injection-one-sheet.pdf (A4, Letter), 06-emails.txt, 07-feedback-form.docx (A4, Letter), READ-ME-FIRST.txt, fonts/ (4 .txt .ttf), LICENCE.txt
7	The Agent Playbook agent-playbook/ October 2026 edition	agent-briefs.md, agent-playbook.pdf (A4, Letter), agent-rules.docx (A4, Letter), agent-rules.pdf (A4, Letter), brake-cards.pdf (A4, Letter), brief-cards.pdf (A4, Letter), dated-insert.pdf (A4, Letter), grid-and-it-questions.pdf (A4, Letter), skills/ (22 .md .zip), LICENCE.txt
8	What Changed what-changed/ October 2026 (issue 1)	what-changed-2026-10.pdf (A4, Letter), what-changed-2026-10-email.html, what-changed-2026-10.md, LICENCE.txt
9	The pack's own papers team-pack/ October 2026 edition	team-pack-index.pdf (A4, Letter), team-pack-contents-guide.pdf (A4, Letter), team-pack-programme.pdf (A4, Letter), team-pack-wall-chart.pdf (A4, Letter), index.md, LICENCE.txt

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