

The 90 days, week by week

This is the order to use the pack in, week by week. It follows the AI Rollout Plan's three stages and names, for each step, the file to open, the role that does it and the time it may take.

WEEK 0 Decide and kick off	WEEKS 1 TO 4 Set the rules, start checking	WEEKS 5 TO 8 Brief it and pilot	WEEKS 9 TO 12 Measure; scale, fix or stop	THEN MONTHLY Keep it current
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Who does what

The leader	The owner, managing director or head of department who chose the pack and decides
The programme owner	The one person named in week 0 to run the 90 days, with time set aside each week
The leadership team	The people who report to the leader and set priorities
Team leads	They run the two workshops with their own teams
Managers	They own the first tasks and sign off AI-made work
IT or the admin	Whoever manages the organisation's AI tools, their settings and their skills
The HR or people lead	For the policy and the record of AI training
Everyone	All staff, and the contractors working for the organisation, who use AI at work

How to read the steps

- Each step names a role, never a person. Write your own names on the wall chart.
- Each file is named as the piece, then the part. The file name sits under it.
- Times are estimates. A small team moves faster; a large one runs the workshops more than once.
- Levels 1 and 2 only in the first 90 days, unless a job has had five clean runs.

Every time on these pages is an estimate. Plan your own.

The pack holds files only, and every one is written so your own people can run the programme with it.

The words every piece uses

Every kit in the pack uses these words, exactly, so nobody relearns a word between kits.

The three habits	Brief it. Check it. Keep it safe.
The six-part brief	Goal / Done looks like / Context / May touch, must not / Limits / Stop and ask
The four levels	1 Read, 2 Draft, 3 Ask first, 4 Alone. 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?
The five checks	The job, The facts, The steps, The changes, The sign-off.
The routine	Sort, List, Trace, Hedge, Log.
The tool chooser	Chat, Deep research, Agent, Automation.

WEEK 0

Decide and kick off

WEEKS 1 TO 4

Set the rules, start checking

WEEKS 5 TO 8

Brief it and pilot

WEEKS 9 TO 12

Measure; scale, fix or stop

THEN MONTHLY

Keep it current

WEEK 0 Before day 1

Decide and kick off

The leader knows the plan, one person owns it, and the leadership team agrees why and how.

BY THE END

- One named programme owner
- The main AI platform agreed, and a second only for named jobs
- The kickoff held, and its decisions written down
- The questions sent to IT or the admin
- Every date in the diary

NO	STEP	FILE	WHO, EST TIME
0.1 Week 0	Read the plan, start to end Mark the three first jobs you would pick, the main platform (pages 6 to 8: my recommendation is Claude first, ChatGPT second, Gemini third), and the questions you have.	Rollout Plan: the plan ai-rollout-plan-a4.pdf (+ Letter)	The leader about 90 min
0.2 Week 0	Name the programme owner One person, with time set aside each week for 13 weeks.	Rollout Plan: the plan ai-rollout-plan-a4.pdf (+ Letter)	The leader 15 min
0.3 Week 0	Prepare the leadership kickoff Fill the deck's [brackets] and book the leadership team.	Rollout Plan: leadership kickoff deck leadership-kickoff-deck.pdf	The programme owner about 45 min
0.4 Week 0	Run the leadership kickoff Agree why, the main AI platform, the three habits, who owns what, and the dates of three check-ins.	Rollout Plan: leadership kickoff deck leadership-kickoff-deck.pdf	The leader, with the leadership team about 60 min
0.5 Week 0	Send the questions to IT or your admin Who owns agents, which connections can write, memory, and how to stop an agent.	Rollout Plan: questions for IT or your admin questions-for-it-a4.docx (+ Letter)	The programme owner 15 min
0.6 Week 0	Put the 90 days in the diary Pin up the wall chart. Book the check-ins in weeks 4, 8 and 12, and the weekly review from week 5.	This pack: wall chart, this programme team-pack-wall-chart-a4.pdf; team-pack-programme-a4.pdf	The programme owner 20 min

WEEK 0

Decide and kick off

WEEKS 1 TO 4

Set the rules, start checking

WEEKS 5 TO 8

Brief it and pilot

WEEKS 9 TO 12

Measure; scale, fix or stop

THEN MONTHLY

Keep it current

WEEKS 1 TO 4 Days 1 to 30

Set the rules, start checking

Written rules, every AI tool listed with its brakes set, and every team checking AI work the same way.

BY THE END

- A policy, announced
- A register of every AI tool, with the brakes set on each at level 1 or 2
- Check What AI Writes run in every team, and logged
- Three first jobs, each with a baseline

NO	STEP	FILE	WHO, EST TIME
1.1 Week 1	Fill the register, then set the brakes Every AI tool in use: its connections and whether they can write, its approval setting, memory, scheduled tasks and an owner. Then set each assistant to level 1 Read or level 2 Draft with the Agent Playbook's set the brakes cards.	Policy Kit: AI tools and connections register 06-ai-tools-and-connections-register-a4.docx (+ Letter) Agent Playbook: set the brakes cards brake-cards-a4.pdf (+ Letter)	IT or the admin, with the programme owner about 90 min, then about 15 min a card
1.2 Week 1	Adapt the AI use policy Fill the [brackets], cut what does not apply, and have your own adviser read it. Not legal advice.	Policy Kit: AI use policy 01-ai-use-policy-template-a4.docx (+ Letter)	The programme owner, with the HR or people lead about 2 to 3 hours
1.3 Week 2	Announce the policy; everyone gets the Starter The leader announces it with the all-hands deck. Everyone gets the staff guide and the free Starter.	Policy Kit: all-hands deck, staff guide 04-all-hands-deck.pptx; 02-staff-guide-a4.docx (+ Letter) Starter: the Starter starter-2026-a4.pdf (+ Letter)	The leader announces; everyone reads 15 min to announce; about 30 min to read
1.4 Week 2	Start the record of AI training One line per session: date, who, what, materials, length, led by. Why it matters is in the Policy Kit's own note. Not legal advice.	Policy Kit: record of AI training 05-ai-training-record-a4.docx (+ Letter)	The programme owner 15 min, then 5 min a session
1.5 Weeks 2 to 4	Each team runs Check What AI Writes The team lead runs it from the guide, with the slides and the handout. Log it in the record.	Check What AI Writes: facilitator guide, slides, participant handout 01-facilitator-guide-A4.pdf (+ Letter); 02-slides.pptx; 03-participant-handout-A4.pdf (+ Letter)	Each team lead 60 min, plus about 45 min to prepare
1.6 Weeks 2 to 4	Managers get the Fact-Check Kit Each manager runs Sort, List, Trace, Hedge, Log on one real piece of AI-made work a week, with the review cards and the claims log.	Fact-Check Kit: the guide, review cards, claims log fact-check-kit-guide-a4.pdf (+ Letter); review-cards-a4.pdf (+ Letter); claims-log.csv	Each manager about 90 min to read; about 20 min a check
1.7 Week 3	Pick the first three jobs Score candidate tasks with the job picker. Record each chosen job's baseline before anything changes.	Rollout Plan: job picker and measures tracker job-picker-and-measures.xlsx	The programme owner, with team leads about 60 min
1.8 Week 4	Leadership check-in 1 Is the policy live, the register full, each workshop run? What is stuck?	Rollout Plan: monthly leadership update monthly-leadership-update-a4.docx (+ Letter)	The leader, with the leadership team 30 min

WEEK 0

Decide and kick off

WEEKS 1 TO 4

Set the rules, start checking

WEEKS 5 TO 8

Brief it and pilot

WEEKS 9 TO 12

Measure; scale, fix or stop

THEN MONTHLY

Keep it current

WEEKS 5 TO 8 Days 31 to 60

Brief it and pilot

Every team can brief an agent, the brakes match each job, and the first jobs run at level 1 or 2 with a weekly review.

BY THE END

- Both workshops run in every team
- The brakes checked against each job's level
- The first jobs running at level 1 or 2
- A weekly review that happens

NO	STEP	FILE	WHO, EST TIME
2.1 Week 5	Each team runs Brief an Agent The six-part brief, the four levels and the three questions, in 60 minutes. Log it in the record.	Brief an Agent: facilitator guide, slides, brief cards and task-sorting sheet 01-facilitator-guide-A4.pdf (+ Letter); 02-slides.pptx; 04-brief-cards-and-task-cards-A4.pdf (+ Letter)	Each team lead 60 min, plus about 45 min to prepare
2.2 Week 5	Managers get the Agent Playbook Each manager reads the book, then checks with IT or the admin that the brakes set in week 1 match each first job's level.	Agent Playbook: the book, set the brakes cards agent-playbook-a4.pdf (+ Letter); brake-cards-a4.pdf (+ Letter)	Each manager, with IT or the admin about 2 hours to read; about 15 min a card to check
2.3 Week 5	Start the first jobs at level 1 or 2 Level 1 Read or level 2 Draft only. Each job gets a six-part brief and an owner.	Agent Playbook: brief cards brief-cards-a4.pdf (+ Letter)	Managers, one job each about 20 min a brief
2.4 Weekly from week 5	The weekly review What ran. The five checks. Any surprise, and down a level at once. Clean runs so far.	Rollout Plan: job picker and measures tracker job-picker-and-measures.xlsx	Each team lead, with the job owners 20 min a week
2.5 Week 6	Agree the team's agent rules Fill the rules sheet together and sign it.	Agent Playbook: agent rules sheet agent-rules-a4.docx (+ Letter)	Each team lead, with the team 30 min
2.6 Week 7	Managers show their own use One real task in a team meeting: the brief, and what they checked.	Agent Playbook: the book agent-playbook-a4.pdf (+ Letter)	Each manager 10 min
2.7 Week 7	Say what the time saved is for Decide where saved time goes, and tell the teams.	Rollout Plan: the plan ai-rollout-plan-a4.pdf (+ Letter)	The leader 30 min
2.8 Week 8	Leadership check-in 2 Which jobs run clean, which surprised us, and what the teams need.	Rollout Plan: monthly leadership update monthly-leadership-update-a4.docx (+ Letter)	The leader, with the leadership team 30 min

WEEK 0

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Set the rules, start checking

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WEEKS 9 TO 12

Measure; scale, fix or stop

THEN MONTHLY

Keep it current

WEEKS 9 TO 12 Days 61 to 90

Measure; scale, fix or stop

A decision for each job, based on its baseline, and the proven ones written down as skills.

BY THE END

- A written decision for each job
- Skills for the proven jobs, installed and tested
- A register and a record that match what happened
- A report, and the next 90 days

NO	STEP	FILE	WHO, EST TIME
3.1 Week 9	Measure each job against its baseline Quality, rework, turnaround, errors caught and staff confidence. Time saved alone is not value.	Rollout Plan: job picker and measures tracker job-picker-and-measures.xlsx	The programme owner, with team leads about 2 hours
3.2 Week 10	Scale, fix or stop One decision for each job, with the reason written down.	Rollout Plan: the plan ai-rollout-plan-a4.pdf (+ Letter)	The leader, with the leadership team about 60 min
3.3 Week 10	Move levels by the rule Up one level after five clean runs; down at once after a surprise. Ask first is set in the tool, not typed in the brief.	Agent Playbook: the book agent-playbook-a4.pdf (+ Letter)	Managers 10 min a job
3.4 Weeks 10 to 11	Turn each proven job into a skill Write it in your own rules and words, test it with a small group, then install it for staff through the admin tools.	Agent Playbook: skill files 21 .zip files Fact-Check Kit: skill files 4 .zip files This pack: contents guide, Share it inside the organisation team-pack-contents-guide-a4.pdf	The programme owner, with IT or the admin about 60 min a skill, plus the install
3.5 Week 11	Update the register and the record New connections, new levels, every session held.	Policy Kit: AI tools and connections register, record of AI training 06-ai-tools-and-connections-register-a4.docx (+ Letter); 05-ai-training-record-a4.docx (+ Letter)	The programme owner 30 min
3.6 Week 12	Report to the board or the owners What ran, what changed against the baseline, what scales, what stops, and the next 90 days.	Rollout Plan: monthly leadership update monthly-leadership-update-a4.docx (+ Letter)	The leader about 90 min to write

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THEN MONTHLY From week 13

Keep it current

The tools change every month. One short routine keeps the rules, the settings and the skills true.

NO	STEP	FILE	WHO, EST TIME
4.1 Each month	Run the What Changed routine Use the October 2026 issue as the routine: the same sources, in the same order, with one action each. Check the settings in your own tool.	What Changed: the issue what-changed-2026-10-a4.pdf (+ Letter)	The programme owner about 30 min
4.2 Each month	Recheck the register Compare each tool's settings with the Agent Playbook's dated insert and the vendor's own pages.	Policy Kit: AI tools and connections register 06-ai-tools-and-connections-register-a4.docx (+ Letter) Agent Playbook: dated insert dated-insert-a4.pdf (+ Letter)	IT or the admin about 30 min
4.3 Each month	Recheck the skills Run each installed skill once in your tools and re-date it, or take it down.	This pack: contents guide, Share it inside the organisation team-pack-contents-guide-a4.pdf	IT or the admin, with the programme owner about 30 min
4.4 Each month	Send the leadership update One page: what ran, what changed, what is next.	Rollout Plan: monthly leadership update monthly-leadership-update-a4.docx (+ Letter)	The programme owner 30 min
4.5 As people join	Bring new starters in The Starter on day one, then the next run of each workshop. Log it in the record.	Starter: the Starter starter-2026-a4.pdf (+ Letter) Check What AI Writes: facilitator guide 01-facilitator-guide-A4.pdf (+ Letter) Brief an Agent: facilitator guide 01-facilitator-guide-A4.pdf (+ Letter)	Team leads 60 min a workshop

The weekly review, 20 minutes

From week 5, every week, for every team with a job running.

What ran	Each job, each run, since last week.
The five checks	The job, The facts, The steps, The changes, The sign-off.
Any surprise	Down a level at once, and say what happened.
Clean runs	Count them. Up one level after five.
Who checked	Whoever briefed or asked runs the checks. "The AI did it" is never the answer to "who checked this?"

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Where this leads

NEXT

This is the whole set, so there is no next kit. The next step is a team skill library, part of AI implementation: I write skills in your own rules, words and templates, install them through your admin, and teach your team to use and check them in a workshop.

FREE, ANY TIME

The Field Guide, level 6: Advanced and by role.
neosaipien.com/learn/

BOOK A CALL

A 20 minute call: neosaipien.com
samson@neosaipien.com

WHEN YOU WANT A PERSON

Leadership briefing	90 minutes with the leadership team, before the 90 days start.
Executive coaching	For the leader who signs off the plan.
Team workshop	I run both workshops live with your teams.
Workflow automation	I can set up your first agents with you.
AI implementation	I can run the 90 days with you.

Neosaipien is AI training and consulting for leaders and teams: the Leadership briefing, Executive coaching, the Team workshop, Workflow automation and AI implementation. Every kit is checked against its sources on the date it states.

October 2026 edition. Checked on 16 Oct 2026. Checked on the vendors' pages on 16 Oct 2026. These products change monthly. Check the settings in your own tool. Free from Neosaipien under the free licence, Version 2, in LICENCE.txt: use it, change it to fit your organisation and hand it to your own people, keeping the credit and the date. Not for sale. Neosaipien is not affiliated with Anthropic, OpenAI or Google.