

The 90 days on one page

Write a name next to each role at the foot. Every step in full, with its file: the 90-day programme.

WEEK 0 Decide and kick off Before day 1	WEEKS 1 TO 4 Set the rules, start checking Days 1 to 30	WEEKS 5 TO 8 Brief it and pilot Days 31 to 60	WEEKS 9 TO 12 Measure; scale, fix or stop Days 61 to 90	THEN MONTHLY Keep it current From week 13
0.1 Read the plan, start to end The leader; about 90 min Rollout Plan: the plan 0.2 Name the programme owner The leader; 15 min Rollout Plan: the plan 0.3 Prepare the leadership kickoff The programme owner; about 45 min Rollout Plan: leadership kickoff deck 0.4 Run the leadership kickoff The leader, with the leadership team; about 60 min Rollout Plan: leadership kickoff deck 0.5 Send the questions to IT or your admin The programme owner; 15 min Rollout Plan: questions for IT or your admin 0.6 Put the 90 days in the diary The programme owner; 20 min This pack: wall chart	1.1 Fill the register, then set the brakes IT or the admin, with the programme owner; about 90 min, then about 15 min a card Policy Kit: AI tools and connections register 1.2 Adapt the AI use policy The programme owner, with the HR or people lead; about 2 to 3 hours Policy Kit: AI use policy 1.3 Announce the policy; everyone gets the Starter The leader announces; everyone reads; 15 min to announce; about 30 min to read Policy Kit: all-hands deck 1.4 Start the record of AI training The programme owner; 15 min, then 5 min a session Policy Kit: record of AI training 1.5 Each team runs Check What AI Writes Each team lead; 60 min, plus about 45 min to prepare Check What AI Writes: facilitator guide 1.6 Managers get the Fact-Check Kit Each manager; about 90 min to read; about 20 min a check Fact-Check Kit: the guide 1.7 Pick the first three jobs The programme owner, with team leads; about 60 min Rollout Plan: job picker and measures tracker 1.8 Leadership check-in 1 The leader, with the leadership team; 30 min Rollout Plan: monthly leadership update	2.1 Each team runs Brief an Agent Each team lead; 60 min, plus about 45 min to prepare Brief an Agent: facilitator guide 2.2 Managers get the Agent Playbook Each manager, with IT or the admin; about 2 hours to read; about 15 min a card to check Agent Playbook: the book 2.3 Start the first jobs at level 1 or 2 Managers, one job each; about 20 min a brief Agent Playbook: brief cards 2.4 The weekly review Each team lead, with the job owners; 20 min a week Rollout Plan: job picker and measures tracker 2.5 Agree the team's agent rules Each team lead, with the team; 30 min Agent Playbook: agent rules sheet 2.6 Managers show their own use Each manager; 10 min Agent Playbook: the book 2.7 Say what the time saved is for The leader; 30 min Rollout Plan: the plan 2.8 Leadership check-in 2 The leader, with the leadership team; 30 min Rollout Plan: monthly leadership update	3.1 Measure each job against its baseline The programme owner, with team leads; about 2 hours Rollout Plan: job picker and measures tracker 3.2 Scale, fix or stop The leader, with the leadership team; about 60 min Rollout Plan: the plan 3.3 Move levels by the rule Managers; 10 min a job Agent Playbook: the book 3.4 Turn each proven job into a skill The programme owner, with IT or the admin; about 60 min a skill, plus the install Agent Playbook: skill files 3.5 Update the register and the record The programme owner; 30 min Policy Kit: AI tools and connections register 3.6 Report to the board or the owners The leader; about 90 min to write Rollout Plan: monthly leadership update	4.1 Run the What Changed routine The programme owner; about 30 min What Changed: the issue 4.2 Recheck the register IT or the admin; about 30 min Policy Kit: AI tools and connections register 4.3 Recheck the skills IT or the admin, with the programme owner; about 30 min This pack: contents guide, Share it inside the organisation 4.4 Send the leadership update The programme owner; 30 min Rollout Plan: monthly leadership update 4.5 Bring new starters in Team leads; 60 min a workshop Starter: the Starter

The leader The programme owner IT or the admin The HR or people lead

THREE HABITS Brief it. Check it. Keep it safe.	FOUR LEVELS 1 Read, 2 Draft, 3 Ask first, 4 Alone. Up one level after five clean runs; down at once after a surprise.	FIVE CHECKS The job, The facts, The steps, The changes, The sign-off.	WEEKLY REVIEW, 20 MIN What ran. The five checks. Any surprise: down a level at once. Clean runs: up one level after five.
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