

INTERNAL USE BRIEFING DOCUMENT

AI Capability Rollout Framework

AI Capability Briefing Kit

A structured internal briefing tool for responsible AI adoption.

STAGE 1	Clarity & Guardrails	Days 1–30
STAGE 2	Controlled Pilot	Days 31–60
STAGE 3	Measure, Formalize & Scale	Days 61–90

Where We Stand · Risks We Face · Steps Forward

BEFORE YOU BEGIN

Before You Begin

This briefing is designed to be used alongside your AI Readiness Score. Complete the assessment first at airolloutframework.com/ai-readiness-score — your score anchors this discussion in your current reality, not assumptions.

01 Complete in 5–10 minutes

Set aside focused, uninterrupted time to work through each section. Accuracy matters more than speed.

02 Use your readiness score

Your airolloutframework.com/ai-readiness-score result anchors this briefing in your actual current state, not guesswork.

03 Share internally

This document is designed to support alignment conversations within your team, not to be completed alone.

04 Focus on clarity, not perfection

Designed to support internal alignment. Honest awareness matters more than polished answers.

Where We Are Today

Current State Assessment

Use this section to map your organization's current relationship with AI, before any structured adoption begins.

Current AI usage

Known tools in use

Observed team behavior

Unofficial or unmanaged use

CURRENT CAPABILITY LEVEL

Current Capability Level

Select the level that best reflects your organization today. Use your AI Readiness Score from airolloutframework.com/ai-readiness-score to inform your selection.

- ☐ **CURIOSITY**
Team members exploring AI individually. No organizational structure or oversight exists yet.
- ☐ **READINESS**
Leadership is defining boundaries. Initial conversations about AI use have occurred.
- ☐ **PILOT CAPABLE**
A workflow has been identified. Guardrails are in discussion. A controlled test is feasible.
- ☐ **SCALING READY**
Demonstrated readiness. The organization is evaluating structured expansion.

INTERPRETING YOUR CURRENT CAPABILITY LEVEL

What This Means

Each capability level carries different implications for risk, readiness, and appropriate next steps.

CURIOSITY

Your organization is in early exploration. AI may be present but unmanaged. Priority: gain visibility before adding structure.

READINESS

Awareness exists but structure does not. This is a critical transition point. Begin defining boundaries and ownership now.

PILOT CAPABLE

You have the foundation to run a controlled test. Keep scope narrow, define guardrails, and measure what you set out to measure.

SCALING READY

You have evidence. The next decision is whether to expand, refine, or pause. Make it with documented results, not momentum.

Risks of Staying Here

Why Inaction Carries Risk

Without a structured approach to AI adoption, organizations face compounding risk — not from adopting AI, but from remaining unstructured while others do not.

01 Lack of visibility

When AI use is informal and untracked, leadership cannot see what is happening or manage associated risk effectively.

02 Inconsistent outputs

Without defined workflows and guardrails, AI outputs vary by individual. Quality and reliability cannot be maintained at scale.

03 Unclear ownership

No one is accountable for how AI is being used. When problems arise — and they will — there is no defined process for resolution.

04 Missed structured opportunity

Organizations that build structured AI capability now will have a measurable advantage. Delay is not neutral, it compounds over time.

Recommended Next Step

Move Toward a Controlled, Structured AI Pilot

Move toward a controlled, structured AI pilot with clear guardrails, ownership, and measurable outcomes. This is not about moving fast — it is about moving correctly.

1 Identify one workflow

Select a single, bounded workflow where AI assistance is feasible and the impact is measurable.

2 Define the boundaries

Establish what AI will and will not be used for. Name a human checkpoint in the process. Document these decisions before beginning.

3 Measure the impact

Define what success looks like before the pilot begins. Identify your baseline so results can be compared with evidence, not impression.

4 Name an owner

Assign a specific person responsible for outcomes, guardrail compliance, and reporting. Ownership prevents drift.

30-60-90 DIRECTION

30-60-90 Direction

A High-Level Roadmap for Structured Adoption

This is a directional framework, not a rigid project plan. Use it to orient internal conversations and set realistic expectations.

30 DAYS

Establish visibility · Audit current AI use · Define what is and is not permitted · Assign ownership

60 DAYS

Launch a controlled pilot · One workflow, defined scope, named owner · Documented guardrails in place

90 DAYS

Evaluate results against baseline · Decide: expand, refine, or pause · Document the decision and rationale

AI Capability Rollout Framework — Stage Overview

Stage 1: Clarity & Guardrails (Days 1–30) -> Stage 2: Controlled Pilot (Days 31–60) -> Stage 3: Measure & Scale (Days 61–90)

Treat this as a living plan. Timelines may shift based on capacity and context. The goal is structured momentum — not rigid compliance.

Internal Discussion Guide

Structured Prompts for Internal Alignment

Use these prompts to guide honest internal conversations about readiness, risk, and next steps.

Current Reality — Where are we?

- What AI tools are team members using today, with or without guidance?
- Who currently owns AI-related decisions in your organization?
- What would full visibility into current AI use look like?

Risk Awareness — What's at stake?

- What is the cost of remaining unstructured while adoption accelerates elsewhere?
- What could go wrong if AI use continues without defined guardrails?
- What accountability exists if an AI output causes a problem?

Opportunity — What could be won?

- Which workflow would benefit most from a structured AI pilot?
- What would a successful 90-day outcome look like for your team?
- What internal capability should be built by end of year?

Ownership — Who leads?

- Who should own the AI readiness conversation at the leadership level?
- What decisions need to be made before a pilot can begin?
- Who is best positioned to lead and report on outcomes?

FINAL RESOURCES

Continue the Work

Complete Your AI Readiness Score

If you haven't already, complete the free assessment at airolloutframework.com/ai-readiness-score. Your score gives you a structured starting point and helps anchor any internal conversations about AI adoption.

Access the AI Capability Rollout Framework

When you are ready to move from awareness to structured implementation, the AI Capability Rollout Framework provides a step-by-step 90-day system for running a responsible AI pilot — with guardrails, governance, and a repeatable process built in. airolloutframework.com/framework

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