



# AI Rollout Framework

## Course Outline - 90-Day AI Capability Rollout

*A structured, stage-by-stage guide for operations leaders ready to adopt AI responsibly.*

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### Introduction

#### Welcome to the AI Capability Rollout Framework

An orientation to the framework, its purpose, and what you will accomplish over the next 90 days.

#### How to Use This 90-Day Structure

A practical guide to navigating the three stages, pacing your progress, and getting the most from each section.

#### Why Structure Matters More Than Speed

Why slowing down to establish clarity and guardrails before acting produces faster, more durable AI adoption results.

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### Stage 1 - Establish Clarity & Guardrails (Days 1–30)

#### Running the AI Readiness Score

An introduction to the AI Readiness Score assessment and how your results will shape your rollout path.

#### Complete Your AI Readiness Score

Complete the scored assessment to establish your organization's current AI capability baseline.

#### Download Your Capability Dashboard

Access and review your personalized Capability Dashboard, your primary reference tool throughout Stage 1.

#### The AI Capability Gap

Understand the gap between where your organization is today and where structured AI adoption can take you.

#### Assessing Your Organization's AI Capability

A structured review of your team's current AI awareness, tool use, and readiness across key operational areas.

#### Defining Guardrails & Risk Tiers

Establish clear guardrails and risk classifications so your team knows what AI use is appropriate, and where caution is required.

#### Establishing Ownership & Accountability

Define who owns AI decisions, who approves new use cases, and how accountability flows within your organization.

#### Prepare for Leadership Alignment

Build the internal case for AI adoption with your leadership team, using your readiness data and capability findings.

#### Stage 1 Leadership Check-In

A structured self-assessment and reflection tool to confirm your Stage 1 outcomes before advancing to the pilot.

## Stage 1 Recap: Clarity Before Pilot

A summary of Stage 1 key decisions, guardrails established, and readiness confirmed before entering Stage 2.

## Stage 2 - Introduce a Controlled Pilot (Days 31–60)

### Why Controlled Pilots Build Confidence

The case for starting with one well-defined pilot rather than broad experimentation, and why this approach builds lasting organizational trust.

### Choose the Right Starting Point

A framework for selecting the right workflow, team, and use case for your first AI pilot.

### Identifying Safe Pilot Opportunities

Evaluate potential pilot candidates against your guardrails and risk tiers to identify the highest-value, lowest-risk starting point.

### Use the AI Capability Pilot Builder

Access and complete the Pilot Builder tool to document your pilot design, scope, and success criteria.

### Designing a Controlled Pilot

Define the boundaries, participants, tools, and timeline for your pilot so it remains controlled and measurable.

### Define How You Will Measure Impact

Establish the metrics and measurement approach you will use to evaluate your pilot's outcomes.

### Defining Success Metrics

Complete your success metrics documentation so your team agrees on what a successful pilot looks like before it begins.

### Coordinating Skill Alignment (Optional Training Layer)

An optional module for organizations that need to build foundational AI skills before or during the pilot phase.

### Confirm Your Pilot Before Moving Forward

A final review checkpoint to confirm your pilot design is complete, your metrics are defined, and your team is ready to proceed.

### Stage 2 Check-In

A mid-rollout reflection tool to assess pilot progress, identify blockers, and calibrate your path into Stage 3.

### AI Pilot Results Summary

Document and review your pilot outcomes using the Results Summary template - your evidence base for the executive briefing ahead.

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## Stage 3 - Measure, Formalize & Scale (Days 61–90)

### Re-Scoring Organizational Capability

Return to the AI Readiness Score to measure how your organization's capability has grown since Stage 1.

### Complete Your Re-Score

Complete the re-score assessment and compare your results against your original baseline.

### Interpreting the Before & After Results

Analyze your capability growth, identify remaining gaps, and document the measurable progress your rollout has produced.

## Prepare Your Executive Briefing

Begin building your executive briefing using your pilot results, re-score data, and scaling recommendations.

## Refining and Presenting Your Executive Briefing

Finalize and present your executive briefing, making the case for responsible scaling based on evidence from your rollout.

## Guide Responsible Scaling

A framework for expanding AI adoption beyond the pilot - selecting next use cases and maintaining governance as you scale.

## Scaling Responsibly

Apply the responsible scaling principles to your specific organization, building a phased expansion plan grounded in your pilot outcomes.

## Stage 3 Capability Review

A final structured review of your full 90-day rollout - what was accomplished, what was learned, and what comes next.

## Stage 3 Recap: Structured Momentum

A closing summary of Stage 3 outcomes and a forward-looking framework for sustaining AI capability growth beyond the 90 days.

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## Implementation Tools

### Access All Implementation Tools

A consolidated access point for all 13 implementation tools included with the framework - templates, builders, dashboards, and guides - organized by stage.

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### Your Mid-Point Check-In with Steve

Enrollment includes a private 30-minute one-on-one check-in with Steve, available after Stage 2. Completely optional - but if you have questions, blockers, or want a second set of eyes on your pilot, this is the time to use it.