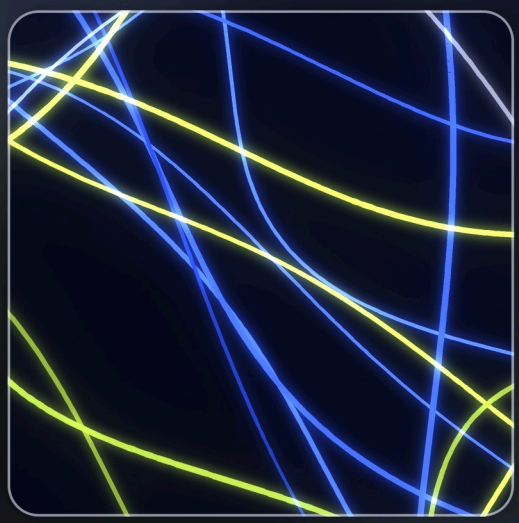
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The 90-Day AI Roadmap



One process, one quarter. Plan it on one page, track it week by week.

Delivery, Planning, Results

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90-Day AI Roadmap

One process, one quarter. Plan it on one page, track it week by week.

How to use this

Pick one process. Just one. The best candidate is a task your team repeats every week that eats time and frustrates people. If you used the AI Opportunity Finder, take your top scorer.

1. Fill in the one-page plan below with your leadership team. Aim for 45 minutes, not a day.
2. Agree the success measure before you start. Write down today's number so you can prove the change.
3. Use the 13-week tracker in your weekly meeting. Five minutes, tick what's done, note the blockers.
4. On the decision date, complete the review and make a clear call: scale, change or stop.

Stopping is a good result if you learn cheaply.

The one-page plan

Item	Your answer
The process we're improving	
The problem in one sentence	
Success measure (what we'll count)	
Baseline (today's number and how we measured it)	
Target (the number by week 13)	
Owner (one named person, accountable)	
Team (who does the work and who tests it)	
Tools (what we'll use or trial)	
Budget ceiling (the most we'll spend this quarter)	
Data needed (what the tool will see, where it lives, who signs it off)	
Go/no-go decision date	

Risks and how we'll manage them

Risk	How likely (low, medium, high)	What we'll do about it	Who watches it
Example: staff don't trust the output		Keep a person checking every result during the pilot	
Example: personal or client data goes into a tool it shouldn't		Agree the rules first and check how UK GDPR applies to this data	

Tip: a good success measure is something you already count, such as hours per week, turnaround time, error rate or cost per case.

13-week tracker

Tick each week as you go. The milestones are suggestions. Change them to fit your process.

Phase 1. Weeks 1 to 4: map and prepare

Week	Planned milestone	Done	Measure this week	Blockers
1	Map the process step by step as it runs today, with the people who do it	☐		
2	Record the baseline measure and agree where the data comes from	☐		
3	Shortlist tools, check data rules and get sign-off on what data can be used	☐		
4	Choose the tool, pick the pilot group and set up access and training	☐		

Phase 2. Weeks 5 to 9: pilot with a small group

Week	Planned milestone	Done	Measure this week	Blockers
5	Pilot starts with a small group, with a person checking every output	☐		
6	Collect feedback, fix the obvious problems in prompts or setup	☐		
7	Compare this week's measure with the baseline	☐		
8	Write a simple how-to guide from what the pilot group has learned	☐		
9	Midpoint check with the owner: on track, adjust or pause	☐		

Phase 3. Weeks 10 to 13: measure, decide, scale or stop

Week	Planned milestone	Done	Measure this week	Blockers
10	Pull together the full results against the baseline and target	☐		
11	Work out the real cost so far and the time or money saved	☐		
12	Present findings to the leadership team with a recommendation	☐		
13	Go/no-go decision made and the next step agreed	☐		

End of quarter review

Complete this on your go/no-go decision date. Keep it honest and short.

Question	Your answer
Did we hit the target? Baseline, target and actual result	Baseline: / Target: / Actual:
Did we stay within the budget ceiling?	☐ Yes / ☐ No / Spent:
What worked	
What didn't work	
What we learned about our data, people or process	
What staff in the pilot said	

Our decision

☐ **Scale.** It worked. Roll it out to more of the team.

☐ **Change.** Promising, but we need to adjust and run another short pilot.

☐ **Stop.** It didn't pay back. We keep the lessons and move to the next process.

Next step	Owner	By when

Signed off by: _____ / Date: _____

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Want help running this?

This roadmap works well on its own. Some teams prefer someone in the room who has done it before, to pick the right process, keep the quarter on track and make the go/no-go call with confidence.

That's what I do with leadership teams in the UK and the GCC.

Book a 30-minute call at imrananwar.ai

Imran Anwar
AI strategy from someone who builds it.
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