

AI implementation roadmap

Plan the work, the checks before release and the support your team will need afterwards.

A plan for the first workflow

A repeatable stage planning sheet

An example decision to hold a release

A free worksheet from ailevrg.com/guides/ai-implementation-roadmap

Plan the first useful workflow. Add a stage sheet for each part of the project, and name the evidence needed before moving on.

01 The project

Wider business goal

First workflow and useful result

What is outside this project

Person responsible for the business outcome

Budget and agreed start date

02 Stage 1

Work to complete

Who will do it

Access, decisions or earlier work needed

Target date

Evidence needed before moving on

Who makes that decision

What happens if the check fails

03 First release

People and teams included

Training and support

Manual fallback and person who can pause use

Quality, cost, use and service measures

04 After launch

Who keeps information current and fixes problems

Code, documentation and access to hand over

Ongoing support arrangement

05 Next possible build

What it could reuse from this project

Different rules, data or systems it would need

Evidence and budget needed before starting

Review date and decision maker

A decision to hold the release

Invented example. No actual test has been run.

Workflow: draft client plans for expert approval.

Proposed release: a limited group of named users.

Decision: HOLD.

Reason: the test can retrieve an old agreement without warning.

Action

The records owner marks the current agreement.

The builder changes retrieval and adds an old-version test.

The expert reviewer checks the new results before release is reconsidered.

Required before release

Correct client access, current sources and approval before sharing.

Users trained, support contact named and manual process available.

Later expansion

Add another type of plan only after reviewing real use and support effort.

Existing records may help; new rules and tests still need to be agreed.