

AI Implementation Roadmap

A 90-Day Plan for Adopting AI in Your Business

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Overview

This roadmap breaks AI adoption into three 30-day phases: Foundation, Implementation, and Optimization. Each phase has weekly milestones, action items, and success metrics. Customize the timeline based on your team size and resources.

Phase 1: Foundation (Days 1-30)

Goal: Assess current state, select tools, and train the team

Week 1: Assessment & Audit

- & Complete the AI Readiness Assessment
- & Audit current workflows — document every repetitive task
- & Survey team on current AI tool usage and comfort level
- & Identify top 5 time-consuming processes by hours/week
- & Review data infrastructure — where is your data? How accessible is it?

Week 2: Use Case Prioritization

- & Score each potential AI use case: impact vs. effort (2x2 matrix)
- & Select 3 pilot use cases (1 quick win, 1 medium, 1 strategic)
- & Define success metrics for each pilot
- & Research and shortlist 2-3 tools for each use case
- & Get budget approval for tool subscriptions

Week 3: Tool Selection & Setup

- & Start free trials of shortlisted tools
- & Test each tool with real company data/scenarios
- & Evaluate: ease of use, integration with existing stack, data privacy
- & Select final tools and purchase subscriptions
- & Set up accounts and initial configurations

Week 4: Team Training

- & Host AI fundamentals workshop (2 hours) for entire team
- & Create tool-specific training guides for selected tools
- & Assign AI champions — one per department/function
- & Establish AI usage guidelines and data policy
- & Set up Slack/Teams channel for AI tips and questions

Phase 2: Implementation (Days 31-60)

Goal: Deploy pilots, measure results, iterate

Week 5-6: Quick Win Deployment

- & Deploy the quick-win pilot with 2-3 team members
- & Document the workflow: before AI vs. after AI
- & Track time savings and output quality daily
- & Gather user feedback after first week
- & Iterate on prompts, workflows, and configurations

Week 7-8: Medium Pilot + Automation

- & Deploy the medium-complexity pilot
- & Build first automation workflow (Zapier/Make)
- & Connect AI tools to existing business systems (CRM, email, etc.)
- & Measure pilot results against defined success metrics
- & Present Phase 2 results to leadership/team

Phase 3: Optimization (Days 61-90)

Goal: Scale what works, build knowledge systems, plan next phase

Week 9-10: Scale & Systematize

- & Roll out successful pilots to broader team
- & Create SOPs for all AI-powered workflows
- & Build prompt library for common tasks
- & Start strategic pilot project
- & Begin building company knowledge base

Week 11-12: Review & Plan

- & Compile 90-day results: time saved, cost reduction, output improvement
- & Conduct team retrospective — what worked, what didn't
- & Identify next wave of AI opportunities
- & Draft 6-month AI roadmap based on learnings
- & Share wins internally and externally

Success Metrics to Track

- Hours saved per week (per person and total)
- Cost reduction from automation
- Output volume change (emails sent, content produced, leads generated)
- Quality metrics (error rates, customer satisfaction)
- Team adoption rate (% actively using AI tools weekly)
- Revenue impact (deals influenced, conversion rate changes)

About the Author

Justin P. Barrett is an entrepreneur, artist, and author. As CEO of Eyesafe, he built the global standard for display health technology. As founder of Alive LLC, he helps lean teams implement AI systems that actually work — agent architectures, knowledge bases, and automation workflows.

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