

# AT Technical

## 6-Month AI Implementation Checklist

Your strategic roadmap for AI agent deployment

This checklist breaks down the 6-month implementation journey into achievable milestones, with clear ownership, timelines, and success metrics.

### Month 1: Discovery & Strategy

Task	Owner	Timeline
Define AI use cases and priorities	IT Director / CIO	Week 1-2
Assess current technology stack	IT Director	Week 2-3
Identify stakeholder buy-in needs	CFO / COO	Week 1-4
Establish success metrics	CIO / COO	Week 3-4

### Month 2: Planning & Architecture

Task	Owner	Timeline
Design AI implementation architecture	IT Director / CIO	Week 1-3
Budget allocation and approval	CFO	Week 2-4
Vendor selection framework	CIO	Week 2-3
Create detailed project plan	Project Manager	Week 3-4

### Month 3: Preparation & Setup

Task	Owner	Timeline
Procure necessary licences	IT Director	Week 1-2
Prepare data and systems	IT Team	Week 1-3
Set up development environment	IT Team	Week 2-4
Begin staff training programme	HR / Training	Week 3-4

### Month 4: Pilot Implementation

Task	Owner	Timeline
Launch pilot with selected team	Project Manager	Week 1-2
Run parallel processes (old +	Operations	Week 1-3

new)		
Gather feedback and measure metrics	CIO	Week 2-4
Document lessons learned	Project Manager	Week 3-4

### Month 5: Refinement & Rollout

Task	Owner	Timeline
Refine based on pilot feedback	IT Team	Week 1-2
Roll out to broader teams	Project Manager	Week 2-3
Complete staff training	HR	Week 1-4
Establish operational procedures	Operations	Week 3-4

### Month 6: Optimisation & Growth

Task	Owner	Timeline
Analyse full month of data	CIO / CFO	Week 1-2
Identify optimisation opportunities	Operations	Week 2-3
Plan next wave of AI expansion	CIO / COO	Week 2-4
Report ROI to stakeholders	CFO	Week 3-4

### Key Success Metrics to Track

- Time savings per process (hours/week)
- Error rate reduction (%)
- Cost savings realised
- Team adoption and engagement
- Quality improvements measured

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