

HILLSIDE AI · AI TRANSFORMATION TOOLKIT

90-Day AI Launch Framework

A phase-by-phase roadmap from approved pilot to deployed, measured AI system

Chapter Reference: Chapter 6 — The 90-Day AI Launch: From Decision to Deployment

Phase 1: Foundation

Weeks 1–2

Objective: Establish conditions for successful execution

- **Use case scoping**
Define exact input data, output, and target process with precision.

- **Success metric confirmation**
Confirm business outcome metrics. Establish baseline values. Define minimum success threshold.

- **Team assembly**
Name all 5 roles: Executive Sponsor, Pilot Lead, Technical Lead, Data Owner, Change Lead.

- **Data readiness assessment**
Assess data required for this specific use case. Identify gaps, quality issues, access constraints.

- **Stakeholder communication**
Communicate purpose, scope, timeline, and success criteria to all affected stakeholders.

✓ Phase Output: Pilot Charter document — signed off by Executive Sponsor

Phase 2: Build

Weeks 3–6

Objective: Develop a working model against the scoped use case

- **Data preparation**
Clean, transform, and structure required data. Build in buffer — this takes longer than estimated.

- **Model development**
Develop first working version. Configure vendor solution or build with development partner.

- **Integration planning**
Map and begin technical integration work. Resolve constraints early — most common Phase 2 overrun.

- **Change management preparation**
Develop training materials and adoption support tools. Must begin in Phase 2, not Phase 3.

- **Weekly steering check-ins**
Executive Sponsor + Pilot Lead. 30 minutes. Three questions: Completed? At risk? Decision needed?

✓ Phase Output: Working first version, integrated with target data source, ready for internal testing

Phase 3: Test & Refine

Weeks 7–10

Objective: Validate the system against real conditions and prepare for deployment

- **Internal accuracy testing**

Test against historical data with known outcomes. Evaluate against minimum threshold.

- **User acceptance testing**

Small group of end users in controlled environment. Usability and workflow integration feedback.

- **Bias and fairness review**

Structured fairness assessment for any system affecting decisions about people.

- **Refinement iterations**

Two to three targeted improvement cycles. First test version is not the deployment version.

- **Staff training delivery**

All affected staff trained on what the system does, how to use it, and how to escalate concerns.

✓ **Phase Output: Tested, refined system. Accuracy thresholds passed. User acceptance complete. Staff trained.**

Phase 4: Deploy & Measure

Weeks 11–12

Objective: Deploy to production and establish ongoing measurement cadence

- **Staged deployment**

Deploy to defined subset first. Monitor closely for one week before full expansion.

- **Baseline measurement**

Begin measuring against Phase 1 metrics immediately. First two weeks establish post-implementation baseline.

- **Feedback loop**

Create structured channel for end users to report issues and suggest improvements.

- **90-day review preparation**

Prepare review report: deployment status, performance vs metrics, findings, recommended next steps.

✓ **Phase Output: Live AI system in production with measurement framework and 90-day review report**

RACI QUICK REFERENCE

Role	Accountable For	Responsible For	Consulted On	Informed Of
Executive Sponsor	Outcome	Removing blockers	Strategic decisions	Weekly progress
Pilot Lead	Delivery	Day-to-day management	All workstreams	All issues
Technical Lead	Build quality	Model + integration	Architecture choices	Phase outputs
Data Owner	Data integrity	Data preparation	Data quality issues	Data milestone
Change Lead	Adoption	Training + comms	User feedback	Adoption metrics

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