

90-Day AI Implementation Roadmap

For Alberta Businesses

4 phases | Fillable action plan | From assessment to deployment

1. Current State Summary

AI Readiness Score: _____ / 35

Note: Complete the AI Readiness Checklist first.

AI Maturity Level: Level 1 Level 2 Level 3 Level 4

Top 3 Priorities for the Next 90 Days:

1. _____
2. _____
3. _____

2. Phase 1: Foundation (Weeks 1-2)

Goal: Establish a secure, organized starting point for AI adoption.

Task	Owner	Due Date	Status
Review Microsoft 365 permissions and sharing settings	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Confirm MFA and conditional access policies	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Identify AI tools staff are currently using	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Document 5-10 repetitive workflows for automation	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Define measurable AI goals and success metrics	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done

3. Phase 2: Pilot Use Cases (Weeks 3-6)

Goal: Test practical AI improvements that deliver visible impact.

Pilot 1: _____

Department: _____ **Expected Outcome:** _____

Pilot 2: _____

Department: _____ **Expected Outcome:** _____

Task	Owner	Due Date	Status
Document current process for pilot workflows	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Build AI/automated version of workflow	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Train involved team members	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Measure time saved or errors reduced	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Gather staff feedback	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done

4. Phase 3: Scale & Optimize (Weeks 7-12)

Goal: Roll out successful workflows and formalize safe AI usage.

Task	Owner	Due Date	Status
Choose which pilots to scale across departments	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Create or finalize AI Usage Policy	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Train all employees on safe AI usage	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Add AI steps to internal SOPs	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Assign AI Champions in each department	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done
Set up KPI dashboards for AI impact tracking	_____	_____	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done

5. 90-Day Outcomes

Hours saved per week: _____

AI-assisted workflows implemented: _____

Key efficiency improvements: _____

Next 90-day priorities:

1. _____

2. _____

3. _____

Need Help Implementing Your Roadmap?

IT Works MSP helps businesses across Alberta and BC adopt AI safely and efficiently. We handle the technical deployment, security, and training so you can focus on results.

Book your assessment: itworksmsp.ca/contact | 1 (800) 566-4188 | info@itworksmsp.ca

Based in Airdrie, Alberta. Serving Calgary, Edmonton, and beyond.