

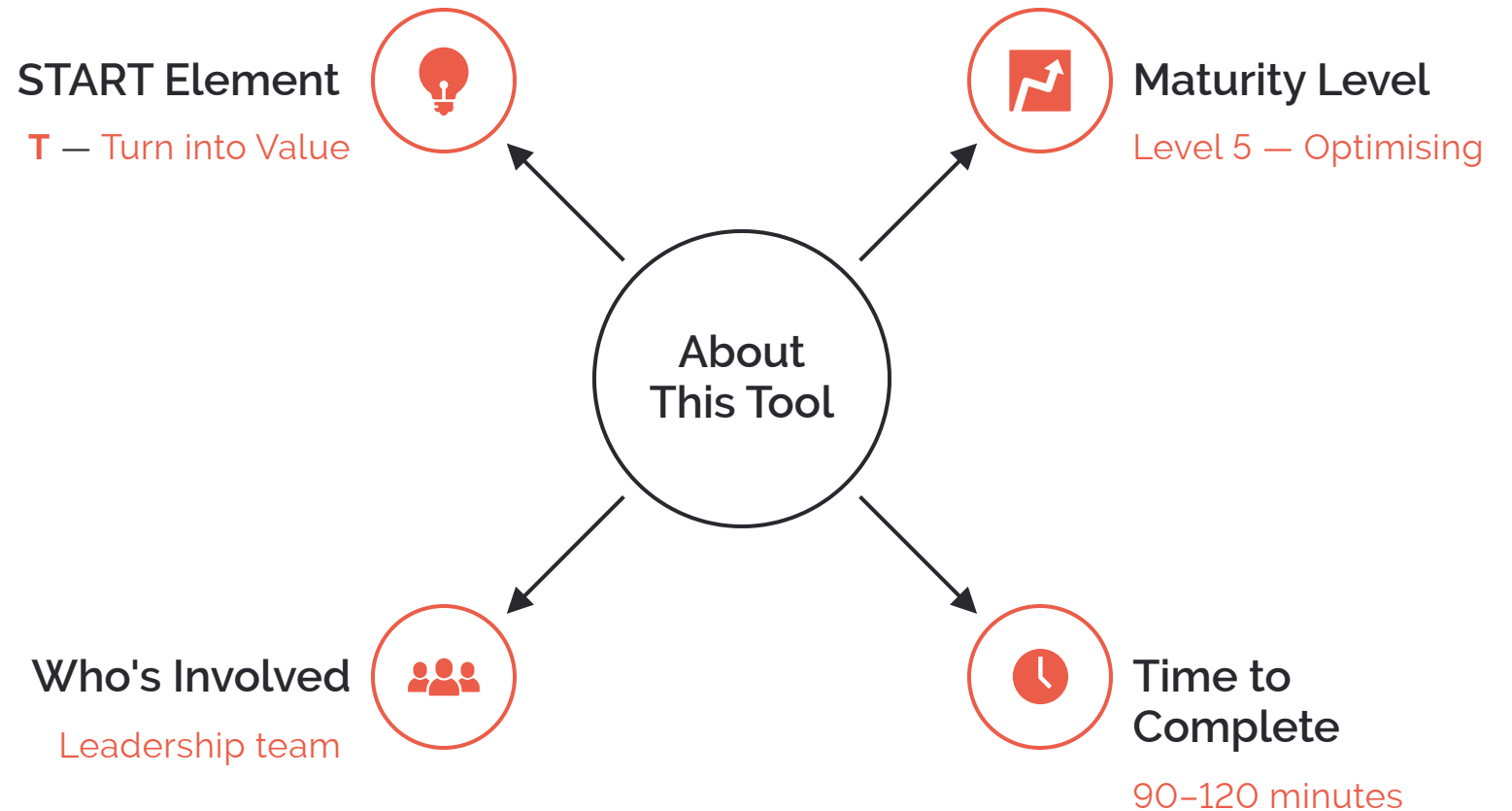


AI Roadmap Template

Plan your AI journey for the next 12 months — based on evidence, not aspiration

AI Roadmap Template

You've proven AI works for your business. Now plan how to make it compound.



What you'll leave with: A 12-month AI roadmap — grounded in your pilot evidence and connected to your business strategy.

AI Roadmap Template

Plan your AI journey for the next 12 months — based on evidence, not aspiration



What is it?

A structured 12-month roadmap template that plans AI use cases, investment, governance, and team capability development — building on your proven pilot foundations.



Why Use it?

The businesses that successfully scale AI aren't the loudest adopters. They're the most disciplined planners. A roadmap turns isolated pilots into a compounding capability.

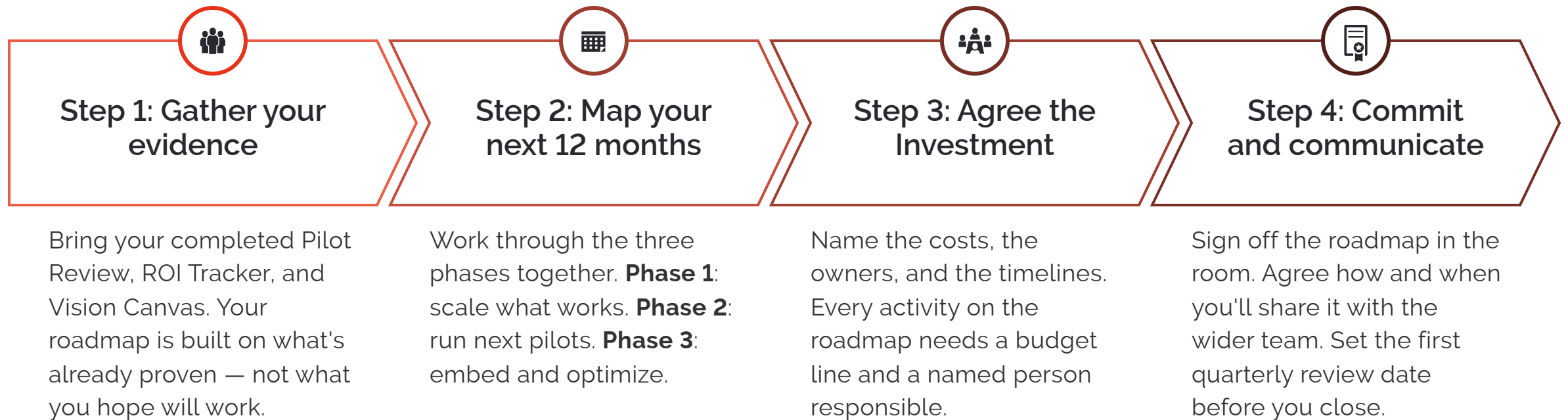


Benefits

A clear, shared plan for the next 12 months — what you'll pilot, what you'll scale, what you'll build, and how you'll measure progress across the whole business.

How to this works

Individual first. Group second. Gaps third



Foundations Needed

This template assumes you have the necessary foundations in place.



At least one successful pilot

Your roadmap is built on evidence — not aspiration.



Approved Business Case

At least one use case with leadership approval to scale.



AI Vision Starter Canvas

Your agreed strategic direction.



AI Readiness Assessment

Your current maturity scores.

A roadmap without foundations is a wish list. Build the foundations first.

Tips for Running This Session

Whether you're in the room or on a call — a few things that make the difference.

1

Block your time properly

90–120 minutes minimum. No back-to-backs. If it gets cut short — reschedule rather than rush.

2

Share the artifacts in advance

Send the Pilot Review, ROI Tracker, and Vision Canvas at least 48 hours before. Read before — not during.

3

Assign a facilitator

One person runs the session. Ideally not the most senior person. The leader should participate — not chair.

4

Capture decisions in real time

Shared screen or whiteboard — virtual or physical. Every decision goes on the record immediately. Not in a follow-up email.

The best sessions end with a document everyone has seen built in real time — not a summary email sent three days later.

Structuring Your 12 Months

Three phases. One direction. Build in that order.



Months 1-3

Scale Your Proven Use Case

Deploy what works, measure rigorously, build your prompt library, and establish AI use habits.



Months 7-12

Embed and Optimise

AI becomes part of your workflow, embedding governance and compounding ROI.



Months 4-6

Run Your Next Pilots

Take prioritized use cases from the matrix, applying lessons learned for faster setup and better results.

Don't run Phase 2 until Phase 1 is delivering. Don't run Phase 3 until Phase 2 is proven.

People Power the Roadmap

Use cases and ROI sit on top. People and literacy sit underneath.

The Foundation Beneath the Roadmap.



AI Literacy: An Ongoing Journey

AI literacy is not a one-time event —
Prompting skills and critical
evaluation compound over time.
Build them deliberately — not
accidentally.



Team Enablement: Continuous Engagement

Bring your people on the journey —
continuously — As AI expands, roles
change and concerns evolve. Revisit
the team conversation at every phase.



Culture: Your True Ceiling

Culture determines your ceiling — A
great roadmap under-delivers in a
culture that punishes failure. It starts
with how leadership talks about AI
every day.

TECHNOLOGY SCALES. PEOPLE ENABLE IT. INVEST IN BOTH.

Building Your Use Case Pipeline

Your roadmap needs a pipeline — not just a plan.



- **Start with your Prioritisation Matrix**

Your second and third priority use cases are your Phase 2 pilots. Strategic bets are your Phase 3 candidates.

- **Add new ideas as they emerge**

Build a simple pipeline to capture new use case ideas — a shared spreadsheet with scoring dimensions.

- **Review the pipeline quarterly**

AI capabilities and business priorities change. A quarterly 30-minute review keeps it current.

Maintain your use case pipeline in a shared spreadsheet — same format as the Prioritisation Matrix. One row per use case. Updated quarterly.

Planning Your Investment

Plan the investment — not just the activity.



Tool Costs

Subscription costs, enterprise versions, data protection needs.



People Costs

Time investment from owners, team members, leadership, and the learning curve.



Training and Capability

Skills development needed, AI literacy as an ongoing capability.



Governance and Compliance

Policy updates, compliance reviews, incident response testing.

Build your investment plan in a spreadsheet with each cost item and quarter detailed, then share with decision-makers. Underfunded roadmaps fail; honest cost planning protects the plan.

Planning Your Team Capability

AI capability is a strategic asset; build it deliberately.



Identify Capability Gaps

Utilize AI Readiness Assessment scores to pinpoint required skills in prompting, literacy, and process.



Develop Capabilities

Implement structured learning, practical pilot experience, and peer learning through prompt libraries and check-ins.



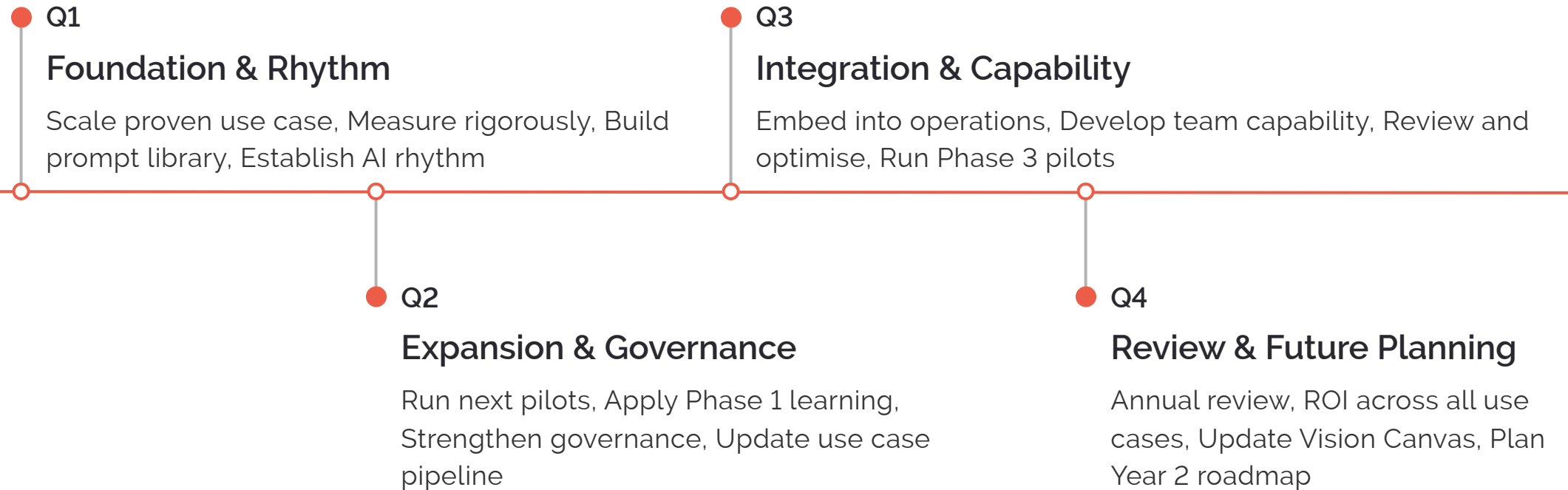
Measure Progress

Track adoption signals from the Experiment Log, growth of the prompt library, and team self-assessments of confidence.

The team that can leverage AI effectively gains a competitive advantage.
Build this capability as deliberately as you build your roadmap.

Your 12-Month Roadmap

One Page



The roadmap is a direction — not a contract. Review quarterly and adjust based on evidence. Tracking: Transfer to a shared spreadsheet, assign owner, review monthly.

Governance as You Scale

Governance doesn't stop at the pilot. It scales with you



- **Update your Governance Guardrails**
Review guardrails against new use cases. Update every six months minimum.
- **Build an AI Register**
Maintain a shared spreadsheet of every AI use case in production: tool, owner, data classification, review date.
- **Review your Incident Response Plan**
Test your incident response plan annually as AI use expands across the business.

Governance that doesn't scale with your AI use eventually becomes a gap. Build it to grow.

Roadmap in place. Here's what happens now.



Monthly

Track progress, review use case pipeline, check ROI from scaled use cases, update the investment spreadsheet, and flag anything drifting early.



Quarterly

Review the roadmap to ensure direction is still right and priorities haven't changed. Add new use cases, review governance, and update the team on progress.



Invest in your people

Continuously check team confidence, prompt library growth, and adoption signals. Address struggles before the next use case begins. AI literacy doesn't build itself.



Annually

Conduct a full AI review, update Readiness Assessment scores, revisit the Vision Canvas, build the Year 2 roadmap, and share results with leadership.

Start Smart. Stay Strategic.

The Strategic Mind

— START SMART. STAY STRATEGIC —