

## AI Upskilling (Wave 1) — 90-Day Rollout Checklist (12 Weeks)



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### Welcome to the AI & Human-Centered Growth field guide for enterprise L&D.

If you're new here, hi 🤝

This 90-day rollout checklist is built for **L&D Managers/Directors** who've just been handed the mandate: *"We need AI capability across the organization—fast."*

You'll get a practical, week-by-week plan focused on **adoption, safe use, and real workflow impact** (not just course completions).

If you want more playbooks like this—built for enterprise realities, stakeholder politics, and time-poor teams—**subscribe** so you don't miss the next issue. And if this helps, please share it with an L&D peer who's leading AI upskilling this quarter.

— **Tammy Cortez**

Senior Learning & Development Leader | Author

**AI & Human-Centered Growth | Practical AI upskilling that sticks—built for enterprise realities.**

## **90-Day Rollout Checklist (12 Weeks)**

### **Week 1 — Executive alignment + scope**

- Define **why now** (productivity + retention) in 3 bullets
- Define **target population** for Wave 1 (3 roles max)
- Define **success** as 3–5 observable behaviors (not “hours learned”)
- Confirm: which AI tools are “in scope” (and which aren’t)

**Output:** 1-page charter + Wave 1 role list

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### **Week 2 — Governance + guardrails (make it safe to participate)**

- Draft “**safe use rules**” (data sensitivity tiers, approvals, do-not-enter info)
- Create an escalation path: “If you’re unsure, ask \_\_\_\_”
- Align with Legal/InfoSec on a 1-page “AI use guidance”

**Output:** Guardrails one-pager + FAQ v1

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### **Week 3 — Use-case selection (high impact + high readiness)**

- Run a 45-min use-case workshop with BU leaders for the 3 roles
- Select **10–15 use cases** that can be applied in 1–2 weeks
- Create a simple intake form for future use-case ideas

**Output:** Use-case backlog (prioritized) + intake form

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### **Week 4 — Experience design (practice loop)**

- Design the weekly rhythm: **Learn (15) → Try (15) → Share (10)**
- Decide on proof-of-practice: submission format (simple!)
- Set cohort size + cadence (recommend: 25–40 per cohort)

**Output:** Cohort blueprint + proof-of-practice format

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### **Week 5 — Build Wave 1 assets (minimum viable)**

- Create 3 role-based “**AI recipes**” per role (start small)
- Create the “prompt hygiene” mini-guide (quality, verification, bias checks)
- Create a central hub (LXP/LMS/Teams/SharePoint) with clear navigation

**Output:** Role packs v1 + hub live

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## AI Upskilling (Wave 1) — 90-Day Rollout Checklist (12 Weeks)

### Week 6 — Recruit champions + managers (enable the system)

- Identify 1–2 “AI Champions” per function (facilitators, not gurus)
- Onboard champions: expectations, time (30–60 min/week), how to help
- Confirm manager expectation: protect **30 min/week practice time**

**Output:** Champion roster + manager expectations note

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### Week 7 — Internal launch (comms that reduce fear)

- Launch message focuses on: **confidence + practical help + safety**
- Publish guardrails + “what not to do” plainly
- Open cohort sign-ups (or nominate via managers)

**Output:** Launch comms + enrollment list

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### Week 8 — Cohort Week 1 (start with confidence wins)

- Session focus: “AI as productivity assistant” + 1–2 safe use cases
- Collect proof-of-practice submissions (low friction)
- Start “AI Win / AI Blocker” weekly ritual

**Output:** Practice submissions + first wins captured

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### Week 9 — Cohort Week 2 (workflow integration)

- Move from “cool outputs” to “repeatable workflows”
- Add a verification step (“how we check accuracy”)
- Ask managers to spotlight 1 team example

**Output:** 3–5 workflow examples + manager reinforcement signals

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### Week 10 — Cohort Week 3 (standardize + share)

- Turn wins into **templates/recipes** (before/after)
- Publish a weekly internal digest: 5 wins + 3 lessons + 2 guardrails reminders

**Output:** AI Recipes v2 + internal digest #1

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### Week 11 — Cohort Week 4 (scale plan)

- Evaluate: what’s working, where friction is, what to stop
- Select next 2–3 roles for Wave 2 based on demand + readiness
- Refresh guardrails/FAQ based on real questions

**Output:** Wave 1 retro + Wave 2 role plan

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### Week 12 — Exec review + budget narrative

- Present **leading indicators** (not just completion)
- Share 3–5 “time-to-value” stories with concrete numbers

## AI Upskilling (Wave 1) — 90-Day Rollout Checklist (12 Weeks)

- Confirm next 90 days: scale approach + asks (tools/time/champions)  
**Output:** Exec readout + next-quarter plan + funding asks

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### Optional operating cadence (highly recommended):

- Weekly: 30-min L&D + Champions standup
- Biweekly: stakeholder check-in (HR/IT/Legal rep)
- Monthly: exec update memo (1 page)

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### About Tammy Cortez



Tammy Cortez is a Senior Learning & Development Leader and Author focused on **AI & Human-Centered Growth**. She helps enterprise L&D teams design AI upskilling that drives **real adoption**, builds confidence, and delivers **practical workflow impact**—not just course completions. Her work bridges strategy and execution: guardrails, manager enablement, communities of practice, and exec-ready narratives that protect budget and accelerate capability.

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