

A JAYSON FORDE OPERATIONAL BLUEPRINT

EXECUTION
ENGINE

The 90–120 Day AI Transformation Plan

The Execution Engine for AI Adoption at Scale

Designed & Created by **Jayson Forde**

The real-time engine that drives the AI transformation blueprint, four phases across 120 days, mapped to the diagnose-to-sustain arc, with objectives, actions, owners, milestones, and KPIs.

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CONFIDENTIAL

ARCHITECTURE & ENGINE

How the System Drives Transformation

The master playbook is the architecture, what the AI operating capability is. This plan is the engine, how it is driven in real time. Together they are one repeatable model: designed to be executed on a disciplined cadence.

THE FORMULA

Diagnose the opportunity. Govern the risk. Drive adoption. Prove the return. Four 30-day phases, each anchored to a stage of the diagnose-to-sustain arc, so the calendar and the methodology move as one.

The 120-day arc

DAYS 1-30	DAYS 31-60	DAYS 61-90	DAYS 91-120
01 Diagnose & Prioritize	02 Redesign & Govern	03 Enable & Adopt	04 Measure & Sustain

PHASE	PRIMARY OBJECTIVE	THE SHIFT IT DRIVES
01 • Diagnose & Prioritize	Find where AI creates value and pick the right use cases	From scattered ideas to a ranked, funded roadmap
02 • Redesign & Govern	Rebuild the work around AI and install the guardrails	From risky experiments to governed, safe-to-scale workflows
03 • Enable & Adopt	Build real skill and drive genuine usage	From tools bought to tools truly used
04 • Measure & Sustain	Prove the ROI and hand off owned adoption	From a launch to a self-sustaining capability

PHASE

01

Days 1-30

DIAGNOSE & PRIORITIZE

Find the Value, Pick the Use Cases

Establish AI readiness and the real opportunity, assess data, skills, and workflows, then score and rank use cases into a funded roadmap.

KEY ACTION	OWNER	WHAT IT PRODUCES
Assess AI readiness (data, skills, tools, appetite)	Transformation Lead	A clear readiness picture and the foundation gaps to close
Map candidate workflows for AI value	Transformation Lead	A shortlist of real opportunities, not novelty
Score and rank use cases (impact, feasibility, data, risk)	Lead + Data Owner	A prioritized roadmap: now, next, later
Present the opportunity and business case to leadership	Transformation Lead	Executive alignment and funding for the roadmap

PHASE MILESTONE

Leadership has a data-backed opportunity picture and a ranked, funded use-case roadmap. The right work is chosen before any build begins.

READINESS

Assessment complete across data, skills, tools

ROADMAP

Use cases scored and ranked

ALIGNMENT

Business case accepted

PHASE

02

Days 31-60

REDESIGN & GOVERN

Rebuild the Work, Install the Guardrails

Redesign the top use-case workflows around AI, and stand up the governance backbone, human-approval gates and responsible-use standards, that makes AI safe to scale.

KEY ACTION	OWNER	WHAT IT PRODUCES
Redesign the priority workflows with AI	Transformation Lead	Current-to-future workflow maps with clear human/AI split
Define human-approval gates for high-stakes output	Lead + Governance Owner	Nothing client-facing or risky ships unchecked
Publish the responsible-use standard	Governance Owner	Clear rules on data, accuracy, and what AI must not decide
Set the productivity metric for each workflow	Transformation Lead	A baseline so return can be proven later

PHASE MILESTONE

The priority workflows are redesigned and the governance backbone is live. AI can now scale safely, with human accountability built in.

REDESIGN

Priority workflows redesigned

GOVERNANCE

Approval gates + use standard live

BASELINE

Productivity metrics set

PHASE

03

Days 61-90

ENABLE & ADOPT

Build the Skill, Drive the Usage

Build real capability through hands-on enablement, then drive genuine adoption, moving the team from aware to actively using AI in the redesigned work.

KEY ACTION	OWNER	WHAT IT PRODUCES
Run enablement and prompt-engineering training	Transformation Lead	A team with real, applied AI skill, not just access
Roll out the tools and shared knowledge hub	Transformation Lead	AI-enabled practices spreading through one hub
Drive adoption: pair adopters, set the expectation	Team Leads	The redesigned workflow becoming the normal way of working
Remove the old workaround	Team Leads	No easy fallback; adoption holds

PHASE MILESTONE

The team is genuinely skilled and actively using the AI-enabled workflows. Adoption is real, not theoretical.

SKILL Team trained and practicing	ADOPTION Redesigned workflows in daily use	GOVERNANCE Human-approval gates in force
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PHASE

04

Days 91-120

MEASURE & SUSTAIN

Prove the Return, Hand It Off

Quantify the productivity gain and ROI, then hand off a self-sustaining capability with named owners, review cadence, and a pipeline of the next use cases.

KEY ACTION	OWNER	WHAT IT PRODUCES
Measure adoption and productivity gain	Transformation Lead	Hard numbers on usage and time saved, counting real use
Report ROI in an insight-led format	Transformation Lead	A clear return story leadership can act on
Assign owners and set the review cadence	Transformation Lead	Named ownership for workflows and governance
Build a next-use-case pipeline	Lead + Owners	Momentum that compounds beyond the first wave

PHASE MILESTONE

The transformation is proven in numbers and handed off as a self-sustaining capability, owned, governed, and ready to expand.

ROI Productivity gain quantified and reported	OWNERSHIP Owners + cadence in place	PIPELINE Next use cases queued
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— ARCHITECTURE + ENGINE

One System: Designed and Driven

This plan and the master playbook are two halves of one system. The playbook designs the AI operating capability; this engine drives it in real time. Run together, they turn AI from pilots into sustained transformation.

WHY THE TWO WORK HAND IN HAND	
The Master Playbook	The architecture, eight workstreams, governance backbone, and enablement model that define a real AI operating capability.
This Transformation Plan	The engine, the phased, real-time cadence that installs the architecture and drives adoption day by day.
Together	A repeatable formula: diagnose the opportunity, govern the risk, drive adoption, prove the return. The model every AI transformation is built to mirror.

THE FORMULA I EXECUTE

Find where AI creates real value. Govern it so it scales safely. Drive genuine adoption. Prove the return. Then **hand off a self-sustaining capability that keeps compounding after I step back.**

Prepared & created by Jayson Forde · Enterprise AI Transformation & Program Operations. This transformation plan is the companion execution engine to the AI Transformation Master Playbook.