

AIOS INSTITUTE

AIOS Implementation Workbook

A practical working document for turning AI strategy
into structured implementation.

Built for leadership teams, operators, and implementation owners.

How to use this workbook

This workbook is designed to help leadership teams and delivery owners translate AI ambition into structured operational execution.

Complete it in sequence. Each module builds on the last and forces clarity before implementation begins.

Use it

in leadership workshops

during planning cycles

before pilot execution

Workshop notes

as an operating review document

Workbook Logic

Designed to move from strategy to execution without handoff loss.

1. Module 1: define the operating objective

2. Module 2: set scope and boundaries

3. Module 3: assign ownership and decision rights

4. Module 4: map the 90-day delivery plan

5. Module 5: establish control points

6. Module 6: define the review cadence

The goal is not documentation for its own sake. The goal is implementation clarity.

Module 1: Operating Objective

Define the business outcome this cycle is meant to improve. Be specific. Avoid vague goals such as "use AI better."

Prompts

1. What business result must this cycle improve?

2. What metric proves improvement?

3. What must remain stable while changes are introduced?

Module 2: Scope and Boundaries

Narrow scope improves speed, accountability, and learning quality.

Prompts

1. Which workflow is in scope for this cycle?

2. Which workflow is explicitly out of scope?

3. What dependencies can block execution?

Module 3: Ownership and Decision Rights

Most implementation problems are ownership problems in disguise.

Prompts

1. Executive owner

2. Delivery owner

3. Who decides if trade-offs are required?

4. Who signs off before production rollout?

Module 4: 90-Day Delivery Plan

Translate ambition into a realistic operating sequence.

Prompts

1. Weeks 1-3: baseline and design decisions

2. Weeks 4-7: build and controlled pilot

3. Weeks 8-10: rollout and adoption checks

4. Weeks 11-13: performance review and reset

Module 5: Control Points

Control points reduce downstream risk and protect operating trust.

Prompts

1. Quality checkpoint

2. Risk checkpoint

3. Human oversight checkpoint

4. Incident and rollback path

Module 6: Review Cadence

Implementation succeeds when review discipline turns one-off decisions into repeatable operating behavior.

Prompts

1. Weekly operating review

2. Monthly leadership checkpoint

3. Quarterly reset and reprioritisation
