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ROLLOUT PLAYBOOK

ROLLOUT ROADMAP

For ***AI Rules for Your Business***
by Don Sykes

Find your tier, run the six-week rollout, and keep the rules from going stale with a thirty-minute review four times a year.



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ROLLOUT ROADMAP

The book's rollout on a few pages: which tier you're in, the six weeks from survey to log, and the quarterly habit that keeps the rules true afterward. Each step names the chapter and the template that carry it.

Find your tier

Every chapter in this book scales to three sizes of company. Find yours, and read to where your company stops.

	TIER 1: THE ONE-PAGE RULES	TIER 2: THE WORKING POLICY	TIER 3: THE DEFENSIBLE PROGRAM
Who	1 to 15 people, owner-operated	15 to 150 people, office plus field	Regulated, audited, or contract-bound, at any size
You walk away with	One page of rules, the data card, and a fifteen-minute crew talk	A working policy behind the page, an approved tool list, a usage log, incident steps, and a quarterly review	An AI inventory with risk ratings, records an outsider can test, and controls for software that acts on its own
Read	Parts I to III and Chapter 14	Parts I to III and Chapter 14, plus Chapter 13 once a contract can demand proof	The whole book
In each chapter's "Make it your size" box	The first paragraph	The first two paragraphs	All three

One question settles Tier 3. Can someone outside your company demand proof of how you use AI, such as a regulator who examines you, an auditor, or a customer whose contract gives them the right to look? If yes, you're Tier 3, whatever your size. If no, your headcount decides.

Six weeks, start to finish

You've been building this rollout since Chapter 1, whether it felt that way or not. Laid end to end, the full program runs about six weeks.

WEEK	DO	FROM
1	Say the amnesty sentence out loud, run the survey, tally it Friday	Ch 1, T-11
2	Write the one page at the kitchen table; build the never list and print the card	Ch 4 and 5, T-1, T-3
3	Name the checkers and the four triggers; set up the company account and the approved list	Ch 2, 6, and 7, T-4, T-8
4	Give the toolbox talk and the office session; everyone signs; post the page	This chapter, T-10
5	Start the log; do the first Friday look	Ch 8, T-5

WEEK	DO	FROM
6	Fix what the first two weeks surfaced; take the page to Version 1.1 if the arguing earned it; put four quarterly review dates on the calendar	Ch 12, T-9

Compress it freely. A ten-person shop can run it in two weeks without breaking a sweat. What you can't do is reorder it: the survey comes before the page, because you can't write rules for what you can't see; the page comes before the talk, because the talk is the page out loud; and the talk comes before the log, because people won't feed a record they never heard the reason for. Six boxes, one morning each, and at the end of them your company has what Chapter 1 promised: rules on paper, sized to your shop, that your people heard you say.

The quarterly review

Put four dates on the calendar, a quarter apart, with one name beside each as the person who runs it. Thirty minutes at the table, the same seven questions in the same order every time. T-9 holds the questions, the prep list, and the change note.

1. **What's new?** New tools, new features, new settings, new jobs people are using AI for.
2. **What went wrong?** Every incident report and near miss since the last review, and whether each thirty-day check happened.
3. **Are the checks still happening?** The log, the Friday look, the checker names, any standing check you set.
4. **What changed outside?** Contracts, customer forms, your insurer, the law where you work. Is everything you told somebody in writing still true?
5. **What should we add?** A job people want AI for that the page doesn't cover yet.
6. **What should we stop?** A use, a tool, a seat nobody opens, an account somebody left behind.
7. **What do we rewrite?** Any line on the page the first six answers made wrong.

When the quarter can't wait

Hold a short review the same week any of these happens:

- A new tool, or a new feature someone wants to use for work
- An incident, once the first hour is done
- A new contract, questionnaire, or insurance form that asks about AI
- A new law where you work, or a customer who says one applies
- The person who owns the page, or runs a standing check, leaves

Once a year: re-run the ten-minute survey (T-11) with the same questions and the same promise, and lay the tally next to last year's. Ask your insurance agent the five questions at renewal. Count your paid seats against the people who use them.

Signs you've outgrown your tier

The review is also where you notice your company has changed size, in the ways that count for rules.

You've outgrown the one page alone when you can't name every AI tool in the company from memory, when more than a couple of people write to customers with AI, or when the review keeps running long because the page can't answer what

people bring to it. Keep the page on the wall and add the working policy behind it, T-2 in the Toolkit, to hold the details the page points to.

You've outgrown the working policy when someone outside can demand proof of your whole program, not just an answer to one question. A regulator who can examine you. A contract that gives a customer the right to audit you. A board or an investor asking about AI risk. AI anywhere near hiring, lending, or health information. That's Chapter 13.