

# AI Capability Briefing Kit

A structured internal briefing tool for responsible AI adoption

Where We Stand

Risks We Face

Steps Forward

## Blair AI Rollout Framework

**Stage 1** Clarity & Guardrails

Days 1–30

**Stage 2** Controlled Pilot

Days 31–60

**Stage 3** Measure, Formalize & Scale

Days 61–90

# Before You Begin

*This briefing is designed to be used alongside your AI Readiness Score. Complete the assessment first at [blairts.com/ai-readiness-score](https://blairts.com/ai-readiness-score) — your score anchors this discussion in your current reality, not assumptions.*

**01**

## Complete in 5–10 minutes

Set aside focused, uninterrupted time to work through each section. Accuracy matters more than speed.

**02**

## Use your readiness score

Your [blairts.com/ai-readiness-score](https://blairts.com/ai-readiness-score) result anchors this briefing in your actual current state, not guesswork.

**03**

## Share internally

This document is designed to support alignment conversations within your team, not to be completed alone.

**04**

## Focus on clarity, not perfection

Designed to support internal alignment. Honest awareness matters more than polished answers.

# Where We Are Today

## Current State Assessment

*Use this section to map your organization's current relationship with AI, before any structured adoption begins.*

### Current AI usage

### Known tools in use

### Observed team behavior

### Unofficial or unmanaged use

# Current Capability Level

Select the level that best reflects your organization today.

Use your AI Readiness Score from [blairts.com/ai-readiness-score](https://blairts.com/ai-readiness-score) to inform your selection.



## CURIOSITY

Team members exploring AI individually. No organizational structure or oversight exists yet.



## READINESS

Leadership is defining boundaries. Initial conversations about AI use have occurred.



## PILOT CAPABLE

A workflow has been identified. Guardrails are in discussion. A controlled test is feasible.



## SCALING READY

Demonstrated readiness. The organization is evaluating structured expansion.

# What This Means

*Each capability level carries different implications for risk, readiness, and appropriate next steps.*

## CURIOSITY

Your organization is in early exploration. AI may be present but unmanaged. Priority: gain visibility before adding structure.

## READINESS

Awareness exists but structure does not. This is a critical transition point. Begin defining boundaries and ownership now.

## PILOT CAPABLE

You have the foundation to run a controlled test. Keep scope narrow, define guardrails, and measure what you set out to measure.

## SCALING READY

You have evidence. The next decision is whether to expand, refine, or pause. Make it with documented results, not momentum.

# Risks of Staying Here

## Why Inaction Carries Risk

*Without a structured approach to AI adoption, organizations face compounding risk — not from adopting AI, but from remaining unstructured while others do not.*

**01**

### Lack of visibility

When AI use is informal and untracked, leadership cannot see what is happening or manage associated risk effectively.

**02**

### Inconsistent outputs

Without defined workflows and guardrails, AI outputs vary by individual. Quality and reliability cannot be maintained at scale.

**03**

### Unclear ownership

No one is accountable for how AI is being used. When problems arise — and they will — there is no defined process for resolution.

**04**

### Missed structured opportunity

Organizations that build structured AI capability now will have a measurable advantage. Delay is not neutral, it compounds over time.

# Recommended Next Step

*Move Toward a Controlled, Structured AI Pilot*

*Move toward a controlled, structured AI pilot with clear guardrails, ownership, and measurable outcomes. This is not about moving fast — it is about moving correctly.*

**1**

## **Identify one workflow**

*Select a single, bounded workflow where AI assistance is feasible and the impact is measurable.*

**2**

## **Define the boundaries**

*Establish what AI will and will not be used for. Name a human checkpoint in the process. Document these decisions before beginning.*

**3**

## **Measure the impact**

*Define what success looks like before the pilot begins. Identify your baseline so results can be compared with evidence, not impression.*

**4**

## **Name an owner**

*Assign a specific person responsible for outcomes, guardrail compliance, and reporting. Ownership prevents drift.*

# 30-60-90 Direction

*A High-Level Roadmap for Structured Adoption*

*This is a directional framework, not a rigid project plan. Use it to orient internal conversations and set realistic expectations.*

## 30 DAYS

Establish visibility · Audit current AI use · Define what is and is not permitted · Assign ownership

## 60 DAYS

Launch a controlled pilot · One workflow, defined scope, named owner · Documented guardrails in place

## 90 DAYS

Evaluate results against baseline · Decide: expand, refine, or pause · Document the decision and rationale

### Blair AI Rollout Framework — Stage Overview

Stage 1: Clarity & Guardrails (Days 1-30) → Stage 2: Controlled Pilot (Days 31-60) → Stage 3: Measure & Scale (Days 61-90)

*Treat this as a living plan. Timelines may shift based on capacity and context. The goal is structured momentum — not rigid compliance.*

# Internal Discussion Guide

## Structured Prompts for Internal Alignment

Use these prompts to guide honest internal conversations about readiness, risk, and next steps.

### CURRENT REALITY

*Where are we?*

- What AI tools are team members using today, with or without guidance?
- Who currently owns AI-related decisions in your organization?
- What would full visibility into current AI use look like?

**Discuss with your team.**

### RISK AWARENESS

*What's at stake?*

- What is the cost of remaining unstructured while adoption accelerates elsewhere?
- What could go wrong if AI use continues without defined guardrails?
- What accountability exists if an AI output causes a problem?

**Discuss with your team.**

### OPPORTUNITY

*What could be won?*

- Which workflow would benefit most from a structured AI pilot?
- What would a successful 90-day outcome look like for your team?
- What internal capability should be built by end of year?

**Discuss with your team.**

**OWNERSHIP** Who should own the AI readiness conversation at the leadership level? · What decisions need to be made before a pilot can begin? · Who is best positioned to lead and report on outcomes?

# Continue the Work

## **Complete Your AI Readiness Score**

*If you haven't already, complete the free assessment at [blairts.com/ai-readiness-score](https://blairts.com/ai-readiness-score). Your score gives you a structured starting point and helps anchor any internal conversations about AI adoption.*

## **Access the Blair AI Rollout Framework**

*When you're ready to move from awareness to structured implementation, the Blair AI Rollout Framework provides a step-by-step 90-day system for running a responsible AI pilot — with guardrails, governance, and a repeatable process built in.*

**[blairts.com](https://blairts.com) · Blair AI Rollout Framework**