

90-day AI adoption plan

Adopting productivity and agentic AI · Pilot → Deploy → Operate

ORGANISATION

EXECUTIVE SPONSOR

PLAN OWNER

START DATE

90-DAY GOAL

	1 Foundation & readiness DAYS 1–30 LEAD	2 Pilot & govern DAYS 31–60 LEAD	3 Deploy & scale DAYS 61–90 LEAD
Licensing & tools What you buy and stand up	☐ Audit current Microsoft 365 licences ☐ Confirm Copilot & Copilot Studio path ☐ Map tools to keep or retire	☐ Assign pilot Copilot licences ☐ Stand up Copilot Studio environment ☐ Decide build vs. buy for agents	☐ Scale licences to priority teams ☐ Move agents into production ☐ Right-size spend & true-up
Data readiness What AI is allowed to see	☐ Inventory SharePoint, OneDrive, Teams ☐ Run oversharing / access reports ☐ Find sensitive content & owners	☐ Fix “Everyone” links & permission drift ☐ Apply sensitivity labels to key sites ☐ Archive inactive / ownerless sites	☐ Monitor oversharing continuously ☐ Extend labelling estate-wide ☐ Connect approved external sources
Governance & permissions Who decides and who has access	☐ Name AI governance owner & group ☐ Draft AI acceptable-use policy ☐ Review Entra groups & access	☐ Configure Purview DLP for Copilot ☐ Enable DSPM for AI reporting ☐ Set Copilot Studio agent guardrails	☐ Audit prompts & responses (eDiscovery) ☐ Review access & label inheritance ☐ Set ongoing governance cadence
Use cases & adoption Where value is proven	☐ Capture candidate use cases by team ☐ Score by value × feasibility ☐ Pick 2–3 pilots + champions	☐ Run pilots with success measures ☐ Train users & share prompts ☐ Choose first agentic workflow	☐ Roll out winning use cases org-wide ☐ Launch champions / enablement ☐ Measure adoption & iterate

SUCCESS MEASURES (TOP 3)

KEY RISKS & BLOCKERS

CADENCE & SIGN-OFF

Review rhythm

Day-30 / 60 / 90 check-ins

Sponsor sign-off