

SAMPLE

AI Employee Rollout Kit

The opening of ai-rollout-plan.docx, one of 9 files in the kit. <https://solasai.net/products/ai-employee-rollout/>

AI Tool Rollout Plan

Solas AI | AI Employee Rollout Kit solasai.net

A phased plan for deploying AI tools (ChatGPT Enterprise, Copilot, Claude, etc.) across your organization. Covers pilot through company-wide rollout with governance, training, and measurement at every stage.

Phase Overview

Phase 0 (Week 1-2)	→ Preparation: policies, tool selection, governance
Phase 1 (Week 3-6)	→ Pilot: 5-15 users, controlled environment
Phase 2 (Week 7-12)	→ Department Rollout: 1-3 departments
Phase 3 (Week 13-16)	→ Company-Wide: all approved employees
Phase 4 (Ongoing)	→ Optimization: measure, iterate, expand

Phase 0: Preparation (Weeks 1-2)

Goal: Lay the foundation before anyone touches an AI tool.

Governance Setup

- ☐ Appoint an AI Governance Lead (IT director, CISO, or designated owner)
- ☐ Finalize and approve the AI Acceptable Use Policy (see Solas AI Governance Policy Bundle or create your own)
- ☐ Define the AI Tool Registry: which tools are approved (Tier 1), restricted (Tier 2), and prohibited (Tier 3)
- ☐ Establish the tool request workflow (see AI Tool Request Workflow document)
- ☐ Define data classification rules for AI use (what data can and cannot go into AI tools)

Tool Selection & Configuration

- ☐ Select the primary AI tool(s) for rollout: _____
- ☐ Negotiate enterprise agreement with DPA and training opt-out confirmation
- ☐ Configure enterprise tenant: SSO, MFA, data retention settings, admin controls
- ☐ Confirm training opt-out is enabled and documented (screenshot for evidence)

- ☐ Set up admin dashboard for usage monitoring
- ☐ Set up billing alerts for cost monitoring

Training Development

- ☐ Customize the training materials from this kit for your company
- ☐ Schedule pilot training session
- ☐ Prepare the employee FAQ and internal announcement

Success Metrics Defined

- ☐ Define what success looks like for the pilot (see ROI Tracking Template)
- ☐ Baseline current metrics: time spent on tasks the AI will assist with, volume of work, quality scores

Phase 1: Pilot (Weeks 3-6)

Goal: Test with a small group, gather feedback, identify issues before scaling.

Pilot Group Selection

Select 5-15 people who are:

- ☐ Enthusiastic about AI (champions, not skeptics — you need advocates)
- ☐ From 2-3 different departments or roles (diversity of use cases)
- ☐ Technically comfortable enough to experiment but not so technical they are unrepresentative
- ☐ Willing to provide honest, detailed feedback

Pilot group:

Name	Department	Role	Primary Use Case

Pilot Execution

- ☐ Deliver training to pilot group (use training materials from this kit)
- ☐ Distribute the Quick Reference Card
- ☐ Distribute the Employee FAQ
- ☐ Provision AI tool access for pilot group
- ☐ Assign each pilot user a "buddy" they can ask questions
- ☐ Schedule weekly 15-minute check-in with pilot group (Slack channel or brief standup)
- ☐ Monitor usage dashboard for adoption patterns

- ☐ Monitor for policy violations or shadow AI indicators

Pilot Feedback Collection (End of Week 6)

- ☐ Survey pilot group: usefulness, ease of use, concerns, suggestions
- ☐ Collect time savings data: how much time did the AI save on specific tasks?
- ☐ Identify the top 5 use cases that worked best
- ☐ Identify any use cases that did NOT work well
- ☐ Document any policy questions or edge cases that surfaced
- ☐ Collect 3-5 concrete success stories for the company-wide announcement

The sample ends here. The full document runs about 1,381 words; the kit holds 9 files. Version 2.2, 19 October 2026. Buy it at <https://solasai.net/products/ai-employee-rollout/>, 14-day refund for any reason.