

Arx Certa

Expert UK Cloud, Infrastructure & AI

AI READINESS · ROADMAP

AI Implementation Roadmap Template

A board-ready 12-month plan, structured the way Arx Certa structures real client engagements.

Free download · May 2026 · v2026-05

Scorecard companion: arxcerta.com/ai-readiness-scorecard

Executive summary — template

Your board paper opens on one page with five sections. Fill in the bracketed fields below for your business. Keep it on one page — the rest of this document gives you the structure behind it.

Section	Template prompt
Where we are now	[Honest snapshot: readiness score across the five dimensions, top three gaps, biggest risk.]
Where we're going	[Outcome statement: by [date], the business is able to [measurable capability], translating into [business outcome].]
The path	[Four quarters at a glance: foundations · pilot 1 · pilot 2 + scale · operating model.]
The risks	[Top three risks with current mitigation. Include the risk of inaction.]
The ask	[Budget, accountable owner, decision deadline, expected approvals.]

How Arx Certa builds these for clients. The structure on these pages is the structure we use on real engagements. A 3–4 week engagement fills it in for your business with real numbers, real use cases, and real vendor short-lists. The free 30-minute AI Readiness Review is the first conversation.

Quarter-by-quarter — template

Fill in the second column for each row. The typical sequence Arx Certa sees works left to right, with measurement and governance running across every quarter.

Row	Pre-filled Arx Certa template
Foundations	Q1: policy live · DPIA framework · data audit complete · infra readiness signed off.
Pilot 1	Q2: lowest-risk, highest-ROI use case. Defined success metrics. Named owner. Tier-1 data only.
Pilot 2 + scale P1	Q3: second pilot in a different dimension; Pilot 1 hardened and scaled to next cohort.
Operating model	Q4: AI council; review cadence; vendor scorecard; budget cycle integration. Board update.
Governance & compliance	Across Q1–Q4: DPIA refresh, vendor reviews, audit-log spot checks, risk-register updates.
Training & change	Across Q1–Q4: policy training in Q1, role-specific training before each pilot, exec briefings quarterly.
Measurement	Across Q1–Q4: leading indicators monthly (adoption, time-saved per task), lagging indicators quarterly (£ outcomes, error rates).

Use case — template (one per use case)

Name	[Short, business-readable: e.g. "Inbound ticket triage assistant".]
Owner	[Named person, leadership-team level.]
Business outcome	[Measurable: e.g. "Reduce first-response time by 40% on Tier-2 tickets."]
Data needed	[Sources, tier, current readiness score.]
Infra needed	[Vendor / build, hosting, integration touchpoints.]
Security & governance	[DPIA status, vendor DPA, audit logging, human-in-the-loop point.]
Cost estimate	[CapEx + first-year OpEx; include change/training.]
Expected ROI	[Quantified; with sensitivity range.]
Dependencies	[What must land first, who owns each.]
Risks	[Top three, with mitigation.]

Risk register — six headline risks

Risk	Description	Mitigation pattern
Data leakage to public AI	Staff paste confidential data into public-tier tools.	Enterprise-tier provisioning; network policy; training; audit logs.
Vendor lock-in	Critical workflows become hard to migrate.	Abstraction layer; portable formats; multi-vendor strategy on commodity tasks.
Quality drift	Model output quality degrades silently.	Sampling, eval set, owner reviews, retire/rebuild trigger.
Regulatory non-compliance	Sector or UK GDPR rules tighten under your feet.	Quarterly horizon scan; named compliance owner; DPIA cadence.
Capability gap	Team can't operate what's built.	Skills plan; training-before-go-live rule; partner support window.
Inaction risk	Competitors gain advantage from AI you don't deploy.	Track sector benchmarks; commit to a Q1 foundations plan even without pilots.

Skills, change, and measurement

SKILLS AND CHANGE — TEMPLATE

Audience / decision	Template content
Leadership	Quarterly AI briefing + decision-making framework.
AI council	Monthly cadence; cross-functional; standing risk-and-roadmap agenda.
Pilot owners	Pre-pilot training: tool, data, governance, success metrics.
Operational staff	Role-specific training before each pilot lands in their workflow.
Build/buy/partner	Decision for each capability: build (high differentiation), buy (commodity), partner (regulated/specialist).

MEASUREMENT — TEMPLATE

Horizon	Indicators
3 months	Adoption %, time-saved per task (leading); policy training completion (lagging).
6 months	Pilot-1 KPI vs baseline; vendor performance; risk-register movement.
9 months	Pilot-1 scaled-cohort impact; Pilot-2 KPI; cost vs forecast.
12 months	Aggregate £ outcomes; error/incident rate; board-level ROI statement.

Before you fill this in — check your starting point

The 4-minute AI Readiness Scorecard tells you which quarter to actually start at. A score of 'Emerging' means Q1 foundations have to come first; a score of 'Mature' may mean Pilot 1 can run in parallel with foundations.

Take the scorecard → arxcerta.com/ai-readiness-scorecard