

## 60-Days AI Implementation Kickstart

You know that AI will have great impact on your business, but you struggle to **identify concrete actions**? You have initiated first proof-of-concepts, but they fail to **translate into business value**? Or are you just lost in between the vast amount of technologies and overwhelmed by **too much information**?

**Move from ideas and concepts to implementation in 60 days.**

For your first steps

- » follow the proven approach to find the promising sweet-spots in your business by utilizing the AI implementation checklist,
- » leverage latest generative AI technologies with the project planning toolkit.

**Reduce risks:** avoid common pitfalls with structured assessment tools

**Save time:** skip weeks of research with ready-to-use frameworks

**Implement with confidence:** follow a prove process developed by an industry expert.

# AI Implementation Checklist

## Weeks 1+2: strategic assessment and business focus

- Identify 3 business units that face challenges (like repetitive tasks, large volumes of data, retiring workforce, need for automation, etc.)
- Conduct structured workshops to identify specific business processes within these units that could benefit from AI
- Map current workflows and pain points in these processes using the Problem Canvas
- Identify and engage key process and data experts for deeper follow-up discussions
- Assess data availability, quality, and accessibility for the identified processes
- Document current baseline metrics to enable future comparison and ROI measurement

## Weeks 3+4: knowledge building and solution exploration

- Evaluate 2-3 potential solution approaches for each identified use case
- Determine which type of AI technologies is most appropriate for your use cases (generative AI, traditional ML, computer vision, etc.)
- Research available AI platforms and tools that align with your technical requirements
- Complete targeted foundational training on relevant AI capabilities, if needed, based on your specific use cases, e.g. via online platforms
- Set up test accounts and explore interfaces of promising solutions
- Document specific business and technical requirements using the Solution Component Canvas
- Identify potential integration challenges with existing systems

Ultimately, AI is a tool that generates value by solving business problems. Therefore, start by identifying specific business units and their biggest challenges. For AI to be successful, you will need to get a broad overview on data, processes, stakeholders and IT systems involved – the foundation to potential solutions.

Not every business problems requires the latest technologies – it pays off to keep it simple for first implementations. Brainstorm solution approaches based on the business challenges and goals gathered earlier. Gather the knowledge you might be lacking to realize solutions later. Document comprehensive requirements and challenges you foresee.

# AI Implementation Checklist

## Weeks 5+6: pilot implementation and iterative development

- Select one process for initial implementation based on potential impact and feasibility
- Create a small cross-functional team to drive the pilot implementation
- Develop initial approach with clear scope boundaries (avoid scope creep)
- Create test scenarios with actual business data to evaluate performance
- Implement first version and document results systematically
- Assess what did not work as expected to challenge previous assumptions
- Identify missing data, knowledge gaps, or process steps that need improvement
- Refine the approach based on early feedback and testing results
- Document both successes and failures to inform future iterations

## Weeks 7+8: optimization and strategic planning

- Refine the solution based on week 5+6 learnings and pilot results
- Use the Business Case Canvas to develop a formal ROI analysis
- Implement necessary guardrails for quality, security, and compliance using the Guardrails Canvas
- Document standard operating procedures for ongoing maintenance
- Create a phased implementation plan for expanding to additional processes
- Identify organizational change management needs for broader adoption
- Start creation of trainings for key team members on using the solution
- Develop a communication strategy to share successes and manage expectations
- Present findings and plan to leadership to secure ongoing support

Pilot implementations have the goal to realize a minimal viable product – this is the most fundamental new capability you need to solve one challenge of your business unit. Set up a team, and make sure it focuses on this challenge. Be aware that your first try will not be perfect – AI projects are of iterative nature, and you will need to improve over time.

Optimize your approach through ongoing iterations. Make sure that you have clear ways to measure success and assess what needs to improve. Think about requirements for operating your solution in a productive setup. Assess the changes needed in regards to processes and organizational setups. Communicate success, failures and needs for change.

# AI Implementation Checklist

You have questions or feedback on this checklist?

You are facing individual challenges in your AI project, and don't know how to proceed?

**You can reach out to me at any time here:**

<https://hoerndlein-consulting.de/en/contact>