Project Plan: GenAI-Powered Productivity Team MVP

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Executive Summary

This document proposes a **GenAI-Powered Productivity Team** as a pilot (MVP) initiative to dramatically improve meeting efficiency, document/brief creation, and team communication within our organization. The plan is **practical and deliverable within weeks**, running for a 3–6 month first iteration on a limited budget (capped at £10k). Key elements of the plan include forming a small core team (1–3 enthusiastic employees) supported by a GenAI productivity consultant and leveraging existing Generative AI platforms. This **MVP will serve a department of 20–100 people**, delivering quick wins in daily workflows (e.g. automated meeting notes, faster report drafting, AI-assisted communication).

Expected Benefits: By integrating generative AI (such as large language models) into everyday tasks, the department can expect tangible efficiency gains and quality improvements. For example, routine writing tasks (reports, briefs, emails) can be completed significantly faster with AI assistance, freeing employees for higher-value work. Meetings can be shorter and more action-oriented with AI-generated summaries and follow-up lists. Team communication becomes crisper and more informed as AI tools help summarize long threads and answer routine questions. Overall, we anticipate **productivity improvements on the order of 20–30% in targeted activities**, quicker turnaround times for documents, and reduced information overload for staff. Moreover, this pilot will help build internal GenAI expertise and a template for broader rollout.

Deliverables: Within a few weeks we will have a functioning GenAI Productivity Team that offers: - An **AI-assisted meeting workflow** (e.g. every key meeting is recorded and automatically transcribed and summarized into minutes and action items distributed to participants). - **Document creation support**, where team members can use a GenAI tool or service to generate first drafts of briefs, reports, or emails from outlines or prompts, which are then refined by humans. - **AI-enhanced communication tools**, such as a chatbot integrated in our team's communication platform (Slack/Teams) to answer questions or summarize discussions on demand. - Training sessions and guidelines for the department to safely and effectively use these AI

tools in their daily work. - Ongoing support and refinement by the GenAI Productivity Team, including monitoring usage, gathering feedback, and adjusting prompts or processes to maximize value.

All of this will be achieved rapidly by leveraging ready-made AI services (no heavy software development required), under the guidance of an experienced consultant, and by harnessing the passion of 1–3 internal "GenAI champions." The total cost will be limited to **£10k**, covering the consultant's fees and AI service usage charges over the pilot duration.

Risks of Not Adopting GenAI: Failing to explore GenAI-powered workflows poses significant strategic and operational risks. Teams elsewhere are quickly adopting AI to automate routine tasks and augment their capabilities – those who lag behind risk being **outpaced by more tech-forward competitors**. Not leveraging AI means our employees will continue spending time on mundane tasks that AI could handle, resulting in lost efficiency gains. Over 70% of organizations in recent surveys are already investing in or planning for generative AI in their operations; not doing so could leave us at a competitive disadvantage in productivity and innovation. Additionally, our talent (especially newer generations of employees) expect modern tools – if we do not provide them, we risk lower engagement or even talent loss to more innovative workplaces. In summary, adopting GenAI in a small, controlled pilot now is a low-risk way to **future-proof our team**, whereas inaction means missing out on efficiency improvements and learning opportunities, and potentially falling behind industry benchmarks.

By implementing this GenAI Productivity Team MVP, we take a proactive step to boost output and learning. The approach is **practical** – using existing tools and a small dedicated team – and the timeline is aggressive but achievable (initial capabilities live in mere weeks). This executive-sponsored pilot will demonstrate clear results (faster workflows, happier employees, documented ROI) within 3–6 months. Success will provide a blueprint for scaling GenAI adoption across the company, ensuring we remain competitive and efficient in an AI-enabled future.

Full Proposal – Working Backwards Format

Press Release (Draft, Future-Facing)

FOR IMMEDIATE RELEASE – [October 10, 2025]
[London, UK] – **[Company Name] Launches GenAI-Powered Productivity Team to Transform Department Efficiency**

[Company Name] today announced the successful completion of a 6-month pilot of its **GenAI-Powered Productivity Team**, an initiative that has significantly improved meeting effectiveness, document creation, and team communication in the [Department Name]. This innovative internal team – comprising three forward-thinking employees and a GenAI consultant – deployed cutting-edge Generative AI tools to streamline the department's workflows. As a result, the 50-person department has seen faster project turnarounds, more engaging meetings, and enhanced collaboration, all achieved within a modest £10k budget.

During the pilot, the GenAI Productivity Team introduced AI assistants to handle routine yet time-consuming tasks. **Meetings are now augmented by an AI "virtual secretary"**, which transcribes discussions in real-time and instantly produces concise summaries with action points. Team members have reported spending less time note-taking and more time focusing on strategic dialogue. **Document and brief creation has also been revolutionized** – staff can generate first drafts of reports or client briefs in minutes by describing their intent to an AI writing assistant, which produces well-structured content that employees then fine-tune. This has cut average document preparation time nearly in half. Furthermore, an AI-powered communication tool integrated into the team's chat system provides on-demand answers and summary of lengthy message threads, ensuring no one misses critical updates in the flood of daily emails and chats.

"The GenAI Productivity Team has exceeded our expectations," said Jane Doe, Head of [Department Name] at [Company]. *"In just a few months, we've witnessed a tangible shift in our efficiency. Meetings that used to take an hour now finish in 45 minutes with clearer outcomes, and our staff can produce quality drafts of documents in a fraction of the time. It's not just about speed – the AI tools help us be more thorough and creative. This initiative is helping our team work smarter and freeing us to focus on higher-value thinking and client interactions."*

The GenAI-Powered Productivity Team was set up as an MVP (minimum viable product) effort, leveraging a small cross-functional group of existing employees passionate about artificial intelligence. Working closely with an external GenAI productivity consultant, the team selected and implemented existing AI platforms (including a leading large-language model service and integration with [Company]'s existing software like [Slack/Microsoft Teams and Office 365]). The total project cost was contained to £10,000, demonstrating that significant innovation can be achieved quickly and cost-effectively.

Key deliverables from the initiative included an AI-driven meeting notes system, an "AI writing buddy" for drafting and editing documents, and internal training sessions that upskilled staff in using these AI tools safely and effectively. Importantly, robust data privacy safeguards were put in place: sensitive information is processed with strict compliance to company policies, and no confidential data is retained on external servers.

Early success of the pilot is evident. Over 90% of department staff actively used the GenAI tools each week, and internal surveys show a **35% reduction in time spent on routine documentation** and **a 25% drop in meeting times**, on average, with no loss in output quality. The department's output (in terms of projects completed and client deliverables) has increased, and employee satisfaction regarding workload balance improved markedly. Given these outcomes, [Company Name] is now planning to extend the GenAI Productivity Team model to other departments. The next phase will focus on scaling these capabilities company-wide, exploring additional AI applications (like AI-assisted research analysis and customer communication), and continuing to pioneer efficient, tech-enabled workflows.

"This pilot proved that even a small investment in generative AI can yield outsized returns," said John Smith, COO of [Company Name]. *"By empowering our people with AI assistants, we're not replacing jobs – we're elevating them. The team can accomplish more with the same resources, and they're happier doing more creative, strategic work. We view this as the future of work at [Company] – where humans and AI collaborate to achieve better results. We're excited to scale these learnings across the organization."*

About [Company Name]: [Company Name] is a leading [industry description] firm with a commitment to innovation and excellence. With [X] employees worldwide, [Company] continuously invests in technologies that improve its services and empower its workforce. The GenAI-Powered Productivity Team initiative is part of [Company]'s broader strategy to harness artificial intelligence ethically and effectively, driving value for our clients and efficiency for our teams.

FAQ (Internal & External)

Q1: What is the GenAI-Powered Productivity Team initiative?
A: It's a 3–6 month pilot program within [Company] focused on using **Generative AI** to boost our team's productivity in key areas: meetings, document/brief creation, and communications. We formed a small core team of 1–3 employees (who are enthusiastic about AI) plus an external GenAI consultant. This team implemented AI tools (like an AI meeting assistant, an AI writing helper, and a chatbot for Q&A) for a test department of about 50 people. The goal is to deliver quick productivity wins (faster writing, less time in meetings, better information sharing) with minimal cost and setup, serving as a model that can be expanded if successful.

Q2: Who is this initiative for?
A: The MVP is scoped for a specific department/team of roughly 20–100 people (in this pilot, [Department Name], ~50 people). These users are the

“customers” of the GenAI Productivity Team. They will feel the benefits in their daily work – shorter meetings, easier drafting of documents, and quicker communications. Indirectly, the initiative benefits the larger company and our clients: as our team becomes more efficient and effective, project delivery improves and more time can be spent on high-value client or strategic work. If the pilot proves successful, we intend to roll out similar GenAI support to other departments across the company.

Q3: What exactly are the AI tools or solutions being implemented?
A: We are leveraging existing, proven Generative AI platforms to avoid long development cycles. Key components include:

- **AI Meeting Assistant:** A tool (integrated with our video conferencing or used via recordings) that transcribes meetings and generates summaries and action items. For example, we’ve used a combination of a speech-to-text service and OpenAI’s GPT-4 model to produce concise meeting minutes after each important meeting.
- **AI Writing Assistant:** A generative text model that helps staff draft and edit documents. Team members can input an outline or bullet points, and the AI generates a first draft of a report, proposal, or brief. We’ve primarily used a secure instance of an LLM (Large Language Model) – for example, through OpenAI’s API – possibly accessed via a simple internal tool or even the ChatGPT interface with guidelines. This assistant can also help polish existing drafts or create summaries of long documents.
- **AI Chatbot for Q&A and Summaries:** Integrated with our internal chat (e.g. Slack or Microsoft Teams), this bot can answer user queries (like “find information on X from our knowledge base” or “summarize the discussion in #project-channel last week”). It uses the LLM coupled with relevant company data (public or provided docs) to give helpful responses. This reduces time spent searching for information or catching up on communications.

All tools have been configured with **data privacy in mind** – for instance, we may use OpenAI’s Azure instance which offers data encryption and does not use our data to train models, or we have made sure to not input highly sensitive data into these tools. The selection of specific platforms was done in consultation with IT and the GenAI consultant, focusing on ease of integration, reliability, and compliance (e.g. ensuring GDPR and company policy compliance).

Q4: How difficult was it to set up these AI tools? Do we need to build custom software?
A: We purposely avoided heavy development. The focus was on *configuration over coding*. Many GenAI solutions are available as SaaS or with simple APIs. For example, the meeting assistant might use a service like Otter.ai or Microsoft Teams’ built-in transcript + summary AI, requiring minimal

setup. The writing assistant was accessed via an existing interface (ChatGPT web UI with company guidelines, or a lightweight internal web form calling an API). The chatbot was created using a readily available framework (like a Slack bot kit or Power Virtual Agents in Microsoft's ecosystem) connected to an AI API and some of our internal documents. The core team and the consultant handled these configurations. Overall, setup took only a few weeks for initial tools: roughly 1–2 weeks to evaluate and choose the tools, and another week or two to integrate and test them in our environment. We didn't need to train our own AI models from scratch; we used pre-trained models from reputable providers, which saved time and complexity.

Q5: How are we measuring success for this pilot?
A: We established clear **success metrics** at the start (see "Success Metrics" section below for full details). In summary, we're tracking quantitative metrics like reduction in time spent on targeted tasks (e.g. average hours saved in writing documents or preparing meeting notes), and qualitative metrics like user satisfaction and adoption rates. Concretely, some KPIs include: - *Time Savings:* e.g. a target of 30% reduction in document drafting time and 20% shorter meetings on average.
- *Adoption:* e.g. over 75% of the department using the AI tools at least weekly.
- *Quality and Output:* e.g. an increase in the number of briefs completed per month, or improved quality feedback on meeting minutes and documents (measured via a survey or manager evaluation).
- *Employee Feedback:* e.g. >80% of pilot users reporting that the tools make their job easier or that they would be disappointed to lose them.
We also keep an eye on the budget usage (we aim to stay within the £10k, so cost per use is monitored) and any technical issues or error rates of the AI outputs.

Q6: What about data security and confidentiality?
A: This is a top priority. We have taken several measures to manage risk: - We vetted the GenAI platforms for enterprise security features. For instance, OpenAI's enterprise API agreements ensure they **do not store or use our data for training** (Generative artificial intelligence - Wikipedia), and all data is transmitted encrypted. We can also opt to use on-premise or private cloud instances for sensitive data if needed (for the most confidential documents, the team might refrain from using the AI or use an on-prem open-source model).
- All employees in the pilot have been trained on **what can and cannot be shared with the AI tools**. We provided clear guidelines: for example, it's fine to have the AI help draft a generic project update or summarize a non-confidential meeting, but not to paste in a client's secret contract text. If highly sensitive content needs summarizing, the team can anonymize or abstract it first.
- The AI chatbot that accesses internal info is restricted to data sources that are approved (like a repository of templates, or public info). It does not

have free access to all company files, only what we intentionally connect. We have also implemented logging – any AI queries and responses are logged so we can audit for inappropriate usage.
- We worked with IT security to do a compliance check. For example, ensuring that using these cloud AI services complies with GDPR (no personal data is sent without proper grounds), and possibly signing a Data Processing Addendum with the vendor.
In short, we are balancing innovation with caution: use the AI where it provides big gains, but keep our crown jewels safe. So far, there have been no security incidents in the pilot.

Q7: Will this AI initiative replace jobs or reduce the need for staff?
A: No – the intent is to **augment our team, not replace it**. The GenAI tools are like supercharged assistants for each employee, handling tedious or initial draft work, but the employees are still very much in control. In the pilot, not a single role was removed; in fact, employees report they can focus more on creative and analytical tasks now. By taking away some drudgery (like transcribing notes or formatting documents), the AI frees humans to do what they excel at – making judgments, building relationships, and tackling complex problems. In the long run, if productivity increases, it could mean our team can handle more business without burnout, potentially allowing us to **grow the business and roles**. Of course, as with any technology, we are mindful of change management – we communicated early that this is about empowerment. We involved employees in choosing and testing the tools so they feel ownership. The result has been positive: people see the AI as a helpful sidekick. We will continue to monitor the impact on workloads and job satisfaction, but the aim is a win-win scenario where AI handles mundane tasks and employees shift to higher-value contributions.

Q8: Why do we need an external GenAI productivity consultant?
A: The external consultant is a short-term expert resource to jump-start the project and transfer knowledge to our team. Our 1–3 internal enthusiasts have great ideas but may not have implemented AI in a corporate setting before. The consultant (hired within the £10k budget) brings **experience with GenAI tools and workflow integration** – they help us avoid pitfalls and choose the right approach quickly. For example, the consultant guided us on selecting a meeting summary tool that was known to work well, and helped design effective prompt templates for document drafting. They also provided training sessions to our staff from an expert perspective. Essentially, the consultant accelerates the learning curve, ensuring we implement best practices from day one (covering prompt engineering, tool configuration, and even change management tips). We've planned for only a limited engagement (a few weeks of intensive work, then occasional check-ins) so that costs are controlled and internal team members gradually take full ownership. By the end of the pilot, our internal team will have the expertise to continue without external help, having learned from the consultant.

Q9: How does the budget of £10k cover all this?

A: The initiative is designed to be **lean and cost-effective**: - The biggest portion is the consultant's fee. We negotiated a short-term consulting package (for example, ~15-20 days of effort at a rate of a few hundred pounds per day) which comes to around £7–8k. This covers their guidance through the setup and initial months. We deliberately kept this engagement limited in scope.

- The remainder (~£2–3k) is allocated for **AI service usage fees**. Generative AI APIs are often pay-as-you-go. Based on our usage estimates, this is sufficient. For instance, summarizing a one-hour meeting might cost only a few pence in API calls, and drafting a document maybe a few pence more – over months, with dozens of meetings and drafts, it accumulates but stays within a couple thousand pounds. We chose cost-efficient options where possible (e.g., using GPT-3.5 for simpler tasks and GPT-4 only for more complex ones). Additionally, some tools had free trial credits which we utilized initially.

- We did not need to buy new hardware or expensive software licenses; all tools run on either existing company software (like leveraging our Office 365 subscription's AI features) or on the consultant's development environment. The core team members' time is an **opportunity cost**, but we managed that by adjusting their other duties with management support. Essentially, the £10k is an out-of-pocket expense cap, and we're staying within it by smart planning.

If the pilot extends or scales, we will reassess budget needs, but for this MVP, £10k has been ample to demonstrate value.

Q10: What has been the response of the team using these AI tools?

A: Overall, the response is very positive. Initially, there was curiosity and some caution – a few people wondered if the AI would add work or be hard to use. To address this, the GenAI Productivity Team hosted demos and hands-on sessions, showing how easy it is to, say, get a meeting summary or generate a draft email. Very quickly, people started to experiment and found it genuinely helpful. We collected feedback through informal check-ins and a mid-pilot survey. The majority of users reported that the AI made their tasks easier or faster. Some illustrative feedback: - *"It's like I got a new personal assistant. I love that after each meeting I get an email with minutes and I don't have to write it!"*

- *"I was skeptical at first, but the first time I used the writing assistant to draft a project brief, I was amazed. It gave me a solid draft in 5 minutes, which I then improved. It easily saved me an hour or two."*

- *"The chatbot in Teams is a lifesaver when I come back from PTO – I ask it to summarize what I missed in the team channel and it actually gives a decent recap."*

Of course, not everyone jumped on immediately – a few members took longer to adopt, and we provided one-on-one help for them. We also encountered some learning curves (like figuring out the right prompts to get good outputs). But as the pilot went on, usage kept increasing. By the

end, almost everyone in the department had used at least one of the GenAI tools, and many said they'd miss them if taken away. This positive reception is a strong signal that scaling this program would be welcomed in other teams as well.

Q11: What if the AI outputs are wrong or low quality sometimes?
A: This is an important point – Generative AI is powerful but not perfect. We addressed this by **establishing a human-in-the-loop process** for all critical outputs. For example, while the AI might draft a document or summarize a meeting, a human owner is always responsible for reviewing and editing the content. We made it clear that the AI is a draft creator or assistant, not the final decision-maker. During training, we highlighted common AI failure modes (like generating something that sounds plausible but is inaccurate, a.k.a "AI hallucinations"). Users are taught to verify facts and figures that the AI provides, and to use their judgment. In practice, we did encounter some errors – e.g. the meeting summary occasionally attributed a comment to the wrong person, or the document draft had a few sentences that didn't quite make sense. However, because employees were attentive in review, these were caught and corrected. We also adjusted the system to improve quality: for instance, we refined our prompts to the AI ("Make sure to include only information that was stated explicitly in the meeting") which reduced hallucinations. Over time, as the AI saw more of our style and we guided it, the outputs improved. The consultant helped set up a feedback loop: users could flag issues which the GenAI team used to tweak settings or provide additional training context to the AI. The result is that while AI is doing a chunk of work, the final quality remains high thanks to human oversight. So, the risk of erroneous output affecting our work is minimized.

Q12: Why use the Amazon "Working Backwards" approach for this proposal?
A: We adopted Amazon's famed "Working Backwards" product development approach (writing a mock press release and FAQ before building the product) to ensure our initiative stays focused on delivering real, tangible benefits. By writing the press release (as above), we forced ourselves to envision what success looks like for the GenAI Productivity Team and what value it brings to stakeholders. It helps communicate the vision clearly and **confirm the practicality** of the idea – if we couldn't easily describe it in a press release or answer tough questions in a FAQ, then the idea might have holes. This approach kept us customer-focused (in this case, our internal team is the customer). It also made it easier to rally support, because the narrative is easy to grasp for executives and team members alike. In short, the Working Backwards format ensured we defined **clear deliverables, benefits, and answers to "why do this" up front**, which guided the implementation plan effectively.

Q13: What are the next steps after the 6-month MVP?
A: If the pilot is successful (and signs indicate it is), we plan to **evolve and expand** the initiative (see the "Roadmap After MVP" section below for details). In summary, next steps could include extending the GenAI tools to more teams or departments, increasing the scope of what the AI assists

with (perhaps more functions like AI for data analysis or customer support drafting), and formalizing the GenAI Productivity Team as a permanent fixture or a **Center of Excellence for AI** in the company. We would also evaluate the pilot in depth – which aspects delivered the most value, where there were challenges – and use those insights to shape a broader rollout. Additionally, we'd likely seek a larger budget for phase 2 (since scaling users might increase usage costs or need more robust tools, possibly an enterprise-level solution). The roadmap will outline a phased expansion ensuring we maintain quality and control as we grow. Ultimately, the MVP is just the beginning – our vision is that every department could have AI augmenting their work, led by the example and learnings from this initial team.

User Experience Overview

To understand how the GenAI-powered workflows improve daily work, here's an overview of the **user experience** for typical team members. We describe a few day-in-the-life scenarios where generative AI assistance comes into play:

- **Morning Briefing & Communication Catch-up:** Imagine a team member, Alice, starts her day. Instead of wading through a mountain of unread messages and emails, she uses the AI assistant to summarize what happened while she was offline. With a quick prompt, the integrated **AI chatbot in the team's Slack** provides a concise summary of the previous day's 50-message discussion in the project channel, highlighting decisions made and any questions that might need her input. It also summarizes a lengthy email thread with a client that came in after hours. In a minute or two, Alice is up to speed, rather than spending 20+ minutes reading through everything line by line. If she needs details, she can drill down into the full messages, but often the summary is enough. This means when Alice walks into her first meeting of the day, she's already informed and ready.
- **AI-Augmented Meeting:** Later in the morning, the team has their weekly planning meeting. **Before the meeting**, the GenAI tools have already helped the organizer create a solid agenda: Bob used the AI to generate an agenda draft by asking for a template for "weekly planning meeting" and quickly customizing it. **During the meeting**, an **AI meeting assistant** (let's say a bot integrated with MS Teams or a colleague running a transcript on a laptop) is listening in. As discussion flows, team members no longer worry about scribbling notes; they know the AI will capture what's being said. The meeting stays on track time-wise because the agenda is tight and people aren't pausing to write notes. **After the meeting**, within seconds, the attendees receive an AI-generated summary in their email: key points discussed, decisions made, and an action item list with owners and due dates. For example, it notes "*Decision: Focus Q3 marketing on Product X (Jane to draft plan)*" or "*Action: IT to update server by May*

1 (assigned to Tom)." Alice and her colleagues quickly skim the summary to confirm it looks right – if something is off, the meeting lead can edit it – but generally it's 90% ready to share. What used to take perhaps 30 minutes of someone's time to compile now happens instantly. Alice files the summary in the project folder (or the AI does that automatically), and everyone moves on to their next tasks, confident nothing from the meeting will slip through the cracks.

- **Document/Brief Creation and Editing:** In the early afternoon, Alice is tasked with writing a **project update brief** for a client. In the past, this might have meant starting from scratch and spending a couple of hours writing and formatting. Now, Alice opens the **AI writing assistant tool** (which could be as simple as our internal ChatGPT portal or maybe a feature in Microsoft Word). She types a prompt describing what she needs: "Draft a one-page update to client ABC Corp about Project X progress: include accomplishments last month (feature A launched, feedback positive), current focus (improving stability, planning training session), and next steps (Q3 goals)." She also pastes a few bullet points of raw notes she has. The AI churns for a few seconds and produces a well-structured draft: it starts with a greeting, summarizes the accomplishments in a concise paragraph, then outlines current focus and next steps in a clear manner. It even adds a polite closing line. Alice reviews this draft – she sees that the tone is slightly generic, so she tweaks a couple of sentences to match the client's style, and adds a specific figure that the AI wouldn't know (e.g. "user satisfaction rose 15%"). This review and edit takes her 10 minutes. Within 15 minutes total, the client brief is ready to send, whereas it might have taken her 1-2 hours otherwise. She uses the saved time to double-check some project metrics and to prepare talking points for a client call, improving overall quality of work.
- **Creative Brainstorming and Problem-Solving:** Later, the team encounters a tricky problem – they need ideas for improving an internal process. In a brainstorming session, the GenAI team's tools even assist here. The facilitator asks the AI (via the chatbot or a dedicated idea generator tool) to **suggest creative solutions** based on how other companies have solved similar problems (using only generic knowledge). The AI generates a list of 5 ideas. This sparks discussion among the humans; some ideas are discarded, but others inspire new thinking. It's like having an uninhibited junior colleague who can throw out lots of suggestions. The team ends up combining an AI-suggested idea with one of their own. While the AI doesn't make decisions, it accelerates the ideation phase, helping the team cover more ground in less time. The result is a well-thought-out solution that might not have emerged as quickly without that prompt.
- **End-of-Day Reporting and Learning:** As the day wraps up, Bob uses the AI assistant to **proofread and polish** a technical document he wrote. He pastes it in and asks for grammar and clarity improvements. The AI suggests a few sentence rewrites and catches a couple of typos, acting like an ever-available editor. Meanwhile, Carol, another team member, decides to learn how she could use the AI better – she asks the chatbot, "Hey, how can I summarize our backlog spreadsheet for tomorrow's meeting?" The bot responds with a tip about using a certain formula or connecting

the sheet to an AI tool. In essence, the AI is also available as a **24/7 tutor or advisor** for those who want to get more out of it, promoting a culture of continuous learning.

Throughout these experiences, the **user interface is kept simple and integrated** into the tools people already use (email, chat, Word, etc.). There's no complicated new software to learn – the AI features appear as assistants within familiar applications or as easy web forms. The GenAI Productivity Team made sure to gather input on these workflows, so they fit naturally. For example, meeting summaries are delivered in a way people like (some prefer email, others might prefer it posted to the project channel – the team accommodated those preferences).

The result is that from morning to evening, employees can rely on AI support in small but meaningful ways: *summaries to stay informed, drafts to start writing, answers when they're stuck, and quality checks to finish strong.* The experience is one of having an assistant by your side during the day's work, without disrupting existing routines. New users typically only need a short introduction to start benefiting. As comfort grows, users often discover more ways the AI can help them, creating a positive feedback loop: the more they use it, the more time they save or the better their work outcomes.

Importantly, control remains with the user at all times. The AI suggests or drafts, but the human reviews and decides. This empowers team members – they feel in charge, but with superpowers at their disposal. In summary, the **user experience is designed to be seamless, helpful, and empowering**, turning what used to be tedious tasks into quick, almost magical interactions, and enabling our team to focus on what really matters.

Success Metrics

To evaluate the impact of the GenAI-Powered Productivity Team MVP, we defined clear success metrics across several categories. Below are the key metrics and targets we set, along with how we measure them:

- **1. Efficiency Gains in Key Tasks**
- *Document/Brief Creation Time:* **Target:** Reduce the time to produce a first draft of a document or brief by ~30% (compared to baseline). **Measurement:** Track a sample of documents (e.g., weekly status reports, client briefs) – team members log approximately how long it takes to draft with AI vs past typical times without AI. We also use tool analytics (some AI tools report how long a generation took). Success is achieved if, on average, drafting time drops from say 2 hours to 1.4 hours or better.

- *Meeting Duration / Time Savings:* **Target:** Shorten meetings by at least 20% **OR** free up meeting-related time by 30% through automation. **Measurement:** Compare the average length of certain recurring meetings (e.g., weekly team meeting used to be 60 minutes, now targeting 45-50 minutes with improved focus and less note-taking). Additionally, measure time saved after meetings – e.g., before, each attendee might spend 15 minutes writing their notes or updating task lists; now AI does the summary instantly, saving that follow-up time. Survey attendees to estimate time saved.
- *Email/Communication Handling:* **Target:** Reduce time spent reading long communications by 30%. **Measurement:** This one via survey or diary studies – ask pilot users how much time the AI summarizer saves them per week in reading emails/Slack. Aim for an average of e.g. 1 hour saved per week per person in reading/summarizing tasks.
- **2. Productivity and Output**
- *Output Volume:* **Target:** Increase the output of certain deliverables by ~20% during the pilot. **Measurement:** For instance, if the department typically produces 10 proposals or analysis reports per quarter, see if they can do 12 in the next quarter with the same resources, thanks to AI assistance speeding up work. Or track number of client updates sent, or internal documents published. The idea is that with efficiency gains, either more output or more value-add activities are accomplished.
- *Quality of Work:* **Target:** Maintain or improve quality while increasing speed. **Measurement:** Use manager or peer review to rate the quality of documents or meeting notes produced with AI assistance versus previous ones. Alternatively, collect client feedback on briefs (they shouldn't notice any drop in quality; ideally they see improvements in clarity or consistency). A metric could be "Zero negative feedback from clients on AI-generated content" and at least some anecdotal positives about thoroughness or clarity. Internally, if we have a review rubric for documents, ensure scores stay high.
- *Error Rate:* **Target:** Minimal errors introduced by AI. **Measurement:** Log any significant corrections needed due to AI mistakes (e.g., factual corrections in summaries). The goal might be "<5% of AI outputs require substantial correction" – basically most outputs should be usable with minor edits.
- **3. User Adoption and Satisfaction**
- *Adoption Rate:* **Target:** >80% of the pilot team (department) uses an AI tool at least once a week. **Measurement:** Through tool usage logs (for the chatbot and document assistant) and a survey. We expect that nearly everyone engages with at least one of the AI features regularly. Another metric: number of AI-involved tasks per week – hoping to see a steady increase as trust in tools grows.

- *User Satisfaction:* **Target:** >8/10 average satisfaction rating with the AI tools and overall experience. **Measurement:** End-of-pilot survey asking users to rate their satisfaction and how strongly they'd recommend continuing the program. We also include specific questions like "Did the AI tools make your job easier? (Yes/No)" aiming for an 80%+ "Yes" rate, and "On a scale of 1-10, how beneficial are the AI tools for your work?" aiming for mostly 8-10 responses.
- *User Engagement:* **Target:** Active participation in training and feedback. **Measurement:** At least 2 training sessions held with majority attendance, and a certain number of feedback comments or suggestions received (showing people are engaged enough to want improvements). This is more qualitative, but if we see a lot of engagement, it's a success indicator.
- **4. Financial and Business Impact**
- *Cost Adherence:* **Target:** Stay within the £10k budget while achieving results. **Measurement:** Track spend on consultant and AI API usage monthly. Success is hitting targets above without budget overrun (e.g., by month 3 we spent <£5k, by end of pilot ≤£10k).
- *ROI (Return on Investment):* **Target:** Quantify time savings in monetary terms vs cost. **Measurement:** Calculate hours saved across all pilot users (via the efficiency metrics) and multiply by an average hourly cost of an employee. For example, if we saved 20 hours per person over 6 months across 50 people = 1000 hours. If an average fully-loaded cost is £30/hour, that's £30k of time value saved, which is 3x the £10k investment – an ROI of 200%. Our target might be at least 2x ROI in terms of time value. This makes a strong case to leadership.
- *Effect on Key Business KPI:* **Target:** Indirect improvements such as faster project delivery or increased client satisfaction. **Measurement:** Though hard to attribute solely to this, we can look at, say, project delivery timeliness in the department or client satisfaction scores during the pilot vs before. If projects are completing 10% faster or client survey scores tick up, that's a bonus indication of positive impact.
- **5. Learning and Capability Building**
- *Internal Capability:* **Target:** Core team and pilot participants gain significant skills in using GenAI. **Measurement:** Qualitative assessment: by project end, the 1–3 core team members should be able to independently configure AI tools and advise others (essentially become in-house GenAI champions). We can test this by having them lead a demo or solve a new use case without the consultant. Also, at least one documented case study or playbook is produced (so we capture lessons learned).
- *Broader Interest:* **Target:** Other departments show interest in GenAI. **Measurement:** Count inquiries or requests from other team managers asking for demos or inclusion in next rollout. If at least 2 other department heads approach us due to word-of-mouth of the pilot, that signals success and momentum.

For each of these metrics, we've established a baseline (where applicable) at the pilot's start to compare against. The GenAI Productivity Team is responsible for monitoring these metrics throughout the project. We plan a mid-point review at 3 months to check progress and adjust if a metric is lagging. For example, if adoption is lower than expected at mid-point, we might do an extra training or communications push. If quality is an issue, we refine the process or tools.

At the end of the 6-month MVP, we will compile a **report of outcomes vs targets**. Hitting the majority of these metrics (or showing strong positive trends) will be considered a successful MVP, justifying expansion. Even for metrics that don't fully hit target, we'll analyze why – maybe the target was too ambitious or there were obstacles – and include recommendations for improvement in the next phase. The success criteria not only help judge this pilot but also guide how to refine and where to focus in scaling the program further.

Implementation Plan

Setting up the GenAI-Powered Productivity Team and associated tools will be executed in a **fast yet controlled manner**. Below is the implementation plan, including timeline, task breakdown, and resource allocation. We aim to have the MVP up and running within mere weeks, and then iterate over the 3–6 month period.

Project Timeline & Phases:

- **Phase 0 (Preparation, Week 0):** *Initiative Approval and Setup* – Obtain executive sponsorship (already in place with this proposal approval), finalize budget (allocate £10k), and select the **core team** members (1–3 internal employees). These are people already excited about GenAI, likely from [Department] or IT. Ensure their managers allocate them time (~20% each) for this project. Kick off a meeting with these members and assign a project lead (e.g., one of the employees will act as the GenAI Team lead, coordinating tasks). Initiate hiring process for the external GenAI consultant (if not pre-identified, find one via network or consulting firms; target start by Week 1).
- **Phase 1 (Weeks 1–2): Kickoff & Planning**
- **Task 1.1: Consultant Onboarding & Team Orientation** – In Week 1, bring the GenAI productivity consultant on board. The consultant and core team align on objectives, review this project plan, and refine the list of target use cases (meeting notes, doc drafting, comms assistance). They also discuss company context, IT environment, and any constraints (security, data). Deliverable: refined project backlog and risk log.

- **Task 1.2: Tool Selection & Design** – Concurrently, identify the specific AI tools/platforms for each use case. The team will evaluate a short list (e.g., for meeting transcription+summary: options might be Otter.ai, Microsoft Teams Intelligent Recap, or custom using Whisper+GPT; for writing: OpenAI's GPT-4 via API or Bing Chat Enterprise; for chatbot: perhaps Slack GPT or building a simple bot with an API). Criteria include ease of deployment, cost, data privacy, and quality. Engage IT for any compliance checks on chosen tools. By end of Week 2, decide on the primary tools and design how they integrate with workflows. (For instance, decide that all meetings will be recorded via Teams and then a script will call OpenAI API to summarize, etc.)
- **Task 1.3: Define Pilot Scope in Detail** – Choose which subset of the department or which processes to start with. Possibly do a soft launch with a smaller group first (e.g., 10 people) before the whole 50. Develop a brief **implementation roadmap** (basically the remainder of this plan) and share with stakeholders for feedback. Ensure department head and IT sign-off on the plan.
- **Phase 2 (Weeks 3–4): Development & Setup of AI Tools**
- **Task 2.1: Configure AI Meeting Assistant** – Set up the meeting transcription and summarization workflow. For example, integrate the chosen tool: if using Teams built-in features, ensure all team members know how to activate it; if using an external tool, set up accounts, or build a pipeline (maybe the core team writes a small script to send recorded audio to an AI and get summary). Test it in a small meeting first (perhaps within the GenAI team). Tweak formatting of the summary to suit the team's preference (e.g., have a standard template for minutes).
- **Task 2.2: Deploy AI Writing Assistant** – Provide access to the generative AI model for document drafting. E.g., create a special channel or UI for the department: it could be as simple as instructing them how to use ChatGPT with company guidelines, or setting up a private instance. The consultant might help create some **prompt templates** for common tasks (like a template prompt for writing a project update or writing an email reply), which will be shared with users. If using an API, possibly create a basic internal web form where users input prompts and get output (this could be done with help from IT or even a low-code tool like Power Apps connecting to OpenAI). Make sure this tool is accessible to pilot users (accounts created, credentials managed securely).
- **Task 2.3: Set Up Communication Chatbot** – Using Slack or Teams APIs, set up the chatbot. The core team might use a bot framework or an existing app. Connect it to a knowledge source: maybe upload some non-sensitive project docs or FAQs that the bot can refer to (or even just rely on its general knowledge at first). Program some initial capabilities: e.g., it should respond to "@AIbot summarize [#channel or message link]" with a summary, and to questions like "how do I do X?" with an answer (if it's a common question, maybe feed it an internal FAQ). This might require some coding/scripting – allocate one team member (with IT support if needed) to handle this. Test the bot one-on-one, then in a small group chat.

- **Task 2.4: Integration & Testing** – Ensure all AI tools work in concert with existing systems. For example, test that the meeting summary can be easily distributed (maybe auto-email to attendees or posted to SharePoint). Test the writing assistant on different types of content. Do a simulation: one team member uses each tool as if in real work and note any issues. Address any technical glitches or adjustments (like if API limits are hit, arrange for higher tier, etc.). By end of Week 4, the core technical setup should be functional.
- **Phase 3 (Week 5): Pilot Launch & Training**
- **Task 3.1: Soft Launch to a Subgroup** – At the start of Week 5, roll out the tools to a small subgroup of the department (maybe 5-10 "early adopter" employees aside from the core team). These could be people who volunteered or were identified as tech-savvy and willing to try new tools. Have them start using the meeting assistant in their meetings, and trying the writing assistant for a few real tasks. The purpose is to catch any user-experience issues in a manageable setting. Collect immediate feedback after a few days.
- **Task 3.2: Team Training Session (Kickoff)** – Host an official **kickoff workshop** for the whole pilot group (all 20–100 people in the department, though practically if it's 100, maybe do a couple sessions or a large meeting). In this session, explain the purpose of the GenAI tools, show live demos of each tool in action (e.g., run a quick meeting summary demo, generate a sample document paragraph). Emphasize this is to help them, not to monitor them. Also cover **guidelines**: how to access the tools, best practices (like provide context to the AI for best results), and importantly data/privacy guidelines and the human-in-loop requirement. Allow Q&A – the core team and consultant answer questions (many will align with the FAQ above). After training, share reference materials: a one-page "How to use our GenAI Tools" cheat sheet, links to the prompt templates, and contacts for support (the GenAI team members).
- **Task 3.3: Full Department Rollout** – Immediately following the training (within a day or two), make the tools available to everyone in the department. Encourage people to try them that week. The department head should send an email endorsing it: e.g., "Our GenAI assistants are live, I encourage you to experiment with them in your work this week." The core team can be on standby to hand-hold anyone who needs help in these first days. We might also schedule short 1:1 or small team follow-ups if needed.
- **Phase 4 (Weeks 6–12): Monitoring, Support, and Iteration**
- **Task 4.1: Ongoing Support & Office Hours** – In the initial weeks of usage, the GenAI Productivity Team will provide active support. They might hold weekly "office hours" (say, an hour where anyone can drop in on a call to ask questions or share their screen if they need help using a tool). They'll also respond to ad-hoc queries via chat or email. The external consultant will likely be heavily involved in this period, guiding the core team on how to address user issues and fine-tune the AI usage.

- **Task 4.2: Gather Feedback & Usage Data** – Implement a mechanism to continuously gather feedback. This includes a dedicated feedback channel or form where users can report issues or suggestions ("the meeting summary missed some points" or "I wish the writing tool could format in our template"). The core team reviews this feedback weekly. Additionally, start collecting usage metrics: e.g., number of meeting summaries generated per week, number of document drafts created, active users of the chatbot, etc. The consultant can help set up simple tracking (even manual logging by the team if needed).
- **Task 4.3: Refine Prompts and Processes** – Using the feedback, make improvements. For example, if users report the AI's language in summaries is too formal, adjust the prompt to be more casual. If the document drafts often need a certain tweak, incorporate that tweak into the template. This iteration is continual. Also, patch any technical issues: if the Slack bot goes down or if an AI model update changes behavior, address it. We anticipate spending Weeks 6–8 in a cycle of observe -> adjust -> improve, until the tools are running fairly smoothly and users are comfortable.
- **Task 4.4: Midpoint Assessment (around Week 8 or 9)** – At roughly the 2-month mark (which might be mid-point if pilot is 4 months, or one-third if full 6 months), conduct a more formal check-in. The core team and sponsor meet to review initial success metrics: adoption so far, qualitative feedback, any quick wins or issues. Possibly survey the users at this point (short survey) to gauge satisfaction and gather suggestions while fresh. Document the findings. If any major course correction is needed, decide now (for example, if one tool isn't being used at all, either figure out why or consider swapping it). Also, update leadership on progress (a short report or presentation) to keep them engaged.
- **Phase 5 (Months 3–6): Expansion and Optimization**
- **Task 5.1: Increase Scope if Applicable** – If things are going well and capacity allows, consider expanding the pilot slightly. For instance, invite a few people from a neighboring department to try it (if they're interested), or add another use case. One possibility: try the AI tools in a client-facing scenario carefully, such as using the AI to draft a client email (with approval). Another: incorporate AI into a different process like generating a monthly report that combines data (though data integration might be complex for MVP, so only if easily done). The idea is to gently push the envelope to see additional value areas, without derailing the main pilot.
- **Task 5.2: Deepen Integration** – Work on making the AI assistance even more seamless. After initial kinks, we can automate more: e.g., have the meeting summary automatically post to the project's Teams channel or create tasks in the task management system (like Asana/Trello) for each action item – maybe using a script or Zapier. Or integrate the document assistant into Word/Google Docs via an add-on for convenience. These require some tech work, possibly with IT help, but can greatly enhance user experience. We prioritize those that are feasible within time/budget.

- **Task 5.3: Continued Training and Sharing** – As more people become adept, encourage sharing of tips and success stories. The GenAI team could start a bi-weekly internal newsletter or Teams post: "Tip of the Week" (e.g., highlight a cool way someone used the AI). This keeps momentum and helps late adopters see value. If new hires or team members join during this period, ensure they get an intro to the AI tools as part of onboarding (we might do a monthly quick intro session).
- **Task 5.4: Begin Documenting the Playbook** – Toward the latter part of this phase, start formally writing down the "GenAI Playbook" for our company. This includes how we implemented, best practices discovered, prompt examples, security guidelines – essentially turning our pilot experience into a reusable guide. This will be gold for scaling later and is a deliverable for the MVP conclusion.
- **Phase 6 (End of Month 6): Evaluation & Next Steps**
- **Task 6.1: Final Data Collection** – In the final weeks, gather all the data for the success metrics. Conduct a thorough **end-of-pilot survey** and perhaps a focus group or two to get qualitative input. Collect usage stats from the entire pilot period. Summarize cost spent. This gives us the raw material to evaluate success.
- **Task 6.2: Evaluate Outcomes** – The GenAI Productivity Team, consultant, and sponsor meet to analyze the results vs the targets (as defined in Success Metrics). Identify which goals were met or exceeded and which were not. Discuss reasons and learnings. For example, maybe meeting time reduction was only 10% instead of 20% – why? Perhaps meetings increased in complexity; or maybe document drafting was even better than expected at 40% time reduction. Also assess the softer side: user sentiment, any change in team performance. Basically perform a **post-mortem (or "post-partum" since it's successful)** on the pilot.
- **Task 6.3: Produce Final Report and Presentation** – Compile the findings into a clear report for leadership. This will include the metrics, testimonials, ROI calculation, and recommendations for the future. Also include the aforementioned playbook and a proposed roadmap for scaling (see next section). Prepare a presentation for an executive meeting to summarize the pilot outcome and get buy-in for expansion.
- **Task 6.4: Decision on Continuation** – Present the results to the relevant decision-makers (could be the department head, CIO/CTO, COO, etc.). The goal is to get approval for Phase 2: extending or expanding the GenAI program. This meeting will determine how the team evolves – whether to spin off into a larger program, get more funding, etc. Given a successful pilot, we anticipate a positive decision to move forward.
- **Task 6.5: Transition or Wind-down** – If moving forward, plan the transition: possibly retain the consultant longer or plan knowledge transfer if not; ensure budget continuity for the tools; and communicate to pilot users how things will proceed (e.g., "the tools will continue to be available, and we will be onboarding more colleagues"). If, hypothetically, the pilot was deemed not successful enough and was to be stopped (unlikely, but plan

for it), ensure a smooth shutdown: thank participants, archive data, and incorporate lessons into future efforts. Even in that case, we would salvage the knowledge gained for other digital initiatives.

Resource Allocation:

- *Core Team (1–3 Employees):* These individuals are the champions and doers. Roughly, one might take the lead on project management and coordinating with the department (let's call them the **Project Lead**), another might be more technical (the **Tech Lead** for setting up tools), and a third focusing on training and comms (the **Change Manager**). If only 1 or 2 employees are available, they'll wear multiple hats. Each is expected to dedicate about **1 day per week (20%)** to the project, more during the intense early weeks (maybe 2 days/week in Weeks 1–5), and tapering to less after the pilot is stable. Total internal effort across all team members might be ~0.5 to 1.0 FTE worth of time for 6 months. These employees' managers have agreed to lighten other duties to allow this time investment, as the pilot is a priority for the department's innovation.
- *Executive Sponsor:* We have a sponsor (e.g., Department Head or a senior executive like COO) who isn't day-to-day but provides support, removes roadblocks, and endorses the effort. They might spend a few hours at kickoff and then monthly check-ins. Their backing is crucial for legitimacy and later scaling.
- *GenAI Consultant:* An **external expert** hired for the pilot duration. We budgeted for approximately **15–20 days of their time spread over 3–4 months** (likely more in the first 2 months, then a lighter advisory role). In Phase 1–3, the consultant may be almost half-time (helping design, set up, and train), and in later phases just check-in biweekly or for specific issues. They provide specialized skills (prompt engineering, technical integration know-how, training content) and help ensure we follow best practices. This role is temporary – by the end of the MVP, their knowledge should be transferred to the core team.
- *IT Support:* We anticipate needing some help from our IT department (or an enthusiastic IT person might even be part of the core team). Specifically, IT will assist with security reviews of tools, perhaps provide API access or credentials management, and ensure that the integration of any new software is compliant with company policies. This might be, say, **5-10% of an IT staffer's time** for the first month, then on-call for any issues. Since our approach is to use mostly approved SaaS tools, this shouldn't be heavy lift for IT.
- *Budget Utilization:* As detailed in the FAQ, the **£10k budget** roughly breaks down into ~£7-8k for consultant fees and ~£2-3k for AI usage costs. We will track this closely. The core team's time is an internal cost (opportunity cost), but we have accounted for it in workforce planning. The budget will be managed by the Project Lead, with sign-off from the sponsor for each major expense. We have a small buffer for unforeseen costs (e.g., maybe needing an extra month of consultant support or a certain tool's license fee) but will strive to stay on target. If we approach the

budget limit faster than expected (e.g., high usage of AI tools), we will either seek a slight budget increase approval or throttle usage to critical tasks only to stay within limits.

Risk Management & Dependencies: (Briefly addressing this, as any project plan should consider it) - We have identified potential risks such as *employee resistance, AI output errors, tool downtime, data leakage,* etc., and we have mitigation plans (as discussed in the FAQ: training to mitigate resistance, human review to mitigate errors, IT security measures for data). We also consider dependencies like needing the IT infrastructure ready (if a certain integration requires a server or accounts, need IT to do it in time) – hence involving IT early. We set milestones (like tool selection by Week 2) that if missed could delay the project; the Project Lead will monitor these and escalate if deadlines are in danger. Given the tight timeline, rapid decision-making is key – the sponsor has empowered the team to make quick calls within the pilot scope (e.g., choosing one tool over another without lengthy procurement, since costs are low or within discretionary limits).

By following this implementation plan, we ensure the GenAI Productivity Team MVP is launched swiftly and smoothly. The plan emphasizes quick setup (to show value early), user-centric adjustments (to drive adoption), and measurable outcomes (to prove success). With the timeline laid out, everyone involved knows what needs to happen week by week. Regular check-ins (we plan brief weekly team syncs and monthly sponsor updates) will keep the project on track. This approach balances **speed** (delivering initial capabilities in weeks) and **careful management** (maintaining quality, security, and buy-in), which is crucial for a successful MVP in an enterprise setting.

Roadmap After MVP (Future Evolution)

Assuming the pilot achieves its objectives, we need a clear roadmap for how the GenAI-Powered Productivity Team can evolve beyond the MVP phase. Here we outline a potential evolution over the next 12–18 months after the initial 6-month pilot, scaling the success to a broader organizational level:

- **Phase 1: Immediate Extension (Months 7–9)** – **Expand to More Teams/Departments:** With pilot results in hand, secure additional budget and approval to roll out GenAI support to at least one or two more departments (perhaps similar size teams). Form “GenAI pods” in those departments, leveraging the now-experienced core team members as leads or mentors. Essentially, treat them as additional pilots but with the playbook largely in place. During this phase, also formalize the GenAI Productivity Team as an ongoing entity – it may become a **Central GenAI Enablement Team** that coordinates all such efforts. The original core team might transition to this full-time (if the business case is strong, justify

freeing them from some regular duties to focus on AI implementation company-wide). The external consultant likely rolls off by now, but we might engage them for a few check-ins or hire a full-time internal GenAI expert if needed. We'll also improve infrastructure: for example, set up an enterprise-grade environment for the AI tools (maybe move to a company-managed cloud account for OpenAI API to handle higher volume, or deploy an internal instance of an open-source LLM for certain tasks to reduce per-query costs as usage scales).

- **Phase 2: Broader Adoption and Governance (Months 9–18)** – **Scale and Standardize:** By this time, the success of the initial teams will drive interest across the organization. Plan a phased rollout where each quarter, X new departments adopt GenAI workflows. This could be supported by a **train-the-trainer model**: identify a few AI champions in each department who liaise with the central GenAI team. Develop and provide standardized training modules, updated best practices, and IT-approved toolsets for everyone. Also, establish an **AI Governance Committee** (could be part of IT or a new body) to oversee issues like ethics, data compliance, and to evaluate new GenAI tools. This ensures as usage grows, it remains responsible and aligned with company policies. During this phase, we might also integrate GenAI more deeply into enterprise systems: for example, embedding AI assistants into our CRM for auto-generating client call summaries, or into our project management tool for status report automation. These might require working with software vendors or using APIs – hence more IT development effort. Budget-wise, a larger allocation will be needed (depending on how many users and usage volume – possibly negotiating an enterprise agreement with an AI provider for cost efficiency). The success metrics will also evolve into business KPIs – we'll start tracking company-level productivity improvements or cost savings attributable to AI assistance.
- **Phase 3: Refinement and Diversification (Months 18+ and beyond)** – **Innovate and Deepen AI Integration:** Once GenAI is part of the company's standard toolkit, the focus shifts to continuous improvement and exploring new frontiers. This could include:
- **Developing Custom AI Models:** Using data collected (safely and ethically) from our usage, we might fine-tune language models on our internal knowledge base. For instance, train a model to better understand our product terminology or past documents, so that its outputs become even more accurate for our context. This might involve collaborating with AI vendors or building an internal data science capability.
- **Expanding Use Cases:** Branch out beyond productivity tasks. Perhaps deploy GenAI in customer-facing ways – e.g., an AI-assisted customer support chatbot, or tools for the sales team to generate proposals. Also consider other AI modalities: maybe an image-generating AI for marketing content, or code-generation tools for the IT/dev team if relevant. Each new use case would go through its own pilot, backed by the now-established practice of how to pilot AI in the company.
- **Monitoring and Policy Updating:** As the AI landscape changes (new models, new regulations), continuously update our approach. The GenAI Center of Excellence (if we call it that) would keep an eye on external developments and update internal policies or tools. For instance, if a more

powerful yet cost-effective model appears, we might switch to it. Or if regulators introduce new rules on AI usage, ensure our practices comply.

- **Talent and Hiring:** We might create new roles or hire specifically for AI expertise. For example, a **Prompt Engineer/Conversational Designer** role to create and maintain prompt libraries, or an **AI Solutions Architect** to integrate AI into more systems. We might also invest in training programs for all employees to increase AI literacy, making the workforce comfortable and creative with these tools.
- **Long-Term Vision:** Ultimately, in 2-3 years, we envision **AI-powered productivity as a default across the organization**. The GenAI Productivity Team's DNA would be embedded in every team – much like everyone today uses the internet and basic office software, in the near future everyone will be using AI co-workers daily. The formal team might evolve into a governance and innovation hub, while day-to-day usage is normalized. We expect to see significant cumulative benefits: perhaps a 10-20% overall productivity boost company-wide, faster project delivery, and a culture that embraces innovation. This positions [Company] as a leader in utilizing AI internally, which can even be a selling point in recruitment ("we equip you with the latest AI tools to do your job better") and possibly a marketing point to clients (showing we run a lean, tech-savvy operation).
- **Alternate Paths:** If the MVP had shown mixed results or certain limitations, the roadmap would adjust. For instance, if the chosen tools didn't scale well, Phase 1 might involve evaluating alternative technologies (maybe our own instance of an open-source model for privacy, etc.) before expanding. Or if adoption was an issue, focus might be on change management practices. Basically, the roadmap is flexible to incorporate what we learn. But given a successful MVP, the above outlines an ambitious yet achievable expansion.

Future Budget and Resource Considerations: After MVP, we'd likely propose a new budget for company-wide rollout – significantly higher than £10k, but justified by the pilot's ROI. We might seek, say, £50k–£100k for the next year to cover more consultant support, licensing costs, or new hires. This would be detailed in a follow-up proposal. Additionally, we'd formalize roles: the once part-time core team could become full-time AI product managers or similar. Each major department might allocate a small % of their budget to AI tools (e.g., if usage costs scale with usage, each department pays for their portion). These details would be worked out in the scaling plan.

In summary, the post-MVP roadmap takes the **seed we planted and grows it**. The first 3–6 months are about proving value in a microcosm. The next steps are about careful scaling – not jumping too wide too fast, but leveraging the playbook to replicate success in more teams, while beefing up support and governance to handle it. Over time, as generative AI becomes integral to how we work, the company will have a mature framework to manage it, staying ahead of competitors and continuously reaping productivity and innovation benefits.

Conclusion

This structured plan lays out how to rapidly stand up a GenAI-Powered Productivity Team MVP and use it as a springboard for broader transformation. By focusing on a few high-impact areas (meetings, documents, communication), using a lean team and existing AI technologies, and following a clear implementation roadmap, [Company] can **achieve significant productivity wins within mere weeks** and gather invaluable experience with generative AI in practice. The plan emphasizes not just the technical deployment of AI tools, but also the human factors – training, acceptance, and iterative improvement – to ensure the new workflows truly stick and deliver value.

With executive support and a modest investment (within £10k), this initiative is both low-risk and high-reward. The executive summary highlights the concrete deliverables and benefits to set expectations at the outset. The Amazon-style Working Backwards proposal (Press Release and FAQ) paints a vivid picture of success and addresses key questions, aligning everyone on the “why” and “what”. The detailed implementation plan then maps the journey to get there, step by step, assigning resources and timeline. Finally, the future roadmap shows that this MVP is not an isolated experiment, but rather the first step in keeping [Company] at the forefront of modern, AI-empowered work practices.

In today’s fast-moving environment, harnessing tools like generative AI can be a game-changer. This project ensures [Company] does not fall behind. Instead, we take a proactive, pragmatic approach to integrate AI into our daily operations, driving efficiency and freeing our talented people to focus on creative, strategic endeavors. The risks of inaction are clear – lost productivity, competitive disadvantage, and potential talent drain. Conversely, by acting now with this MVP, we position ourselves to **learn, adapt, and lead** in the AI-driven future of work.

The next steps are clear: approve this plan, assemble the core team, and kick off Phase 1. In a few short weeks, we’ll begin to see the impact. In a few months, we’ll have measurable results and a template for expansion. With careful execution, the GenAI-Powered Productivity Team will become a showcase of innovation within [Company], demonstrating how a small, focused effort can catalyze a much larger digital transformation. Let’s get to work on building our future – one where GenAI is an integral ally in achieving excellence.