

# Agile AI University

## Operating Handbook — Delivery, Scheduling & Sustainability

This handbook defines non-negotiable delivery rules, scheduling governance, participant communication, and a 90-day operating view.

## **1. Program Delivery Policy**

Only one delivery block (2h or 4h) may occur per day.

Weekend programs may include two sessions: one Saturday and one Sunday.

Weekday sessions are exceptional and limited to morning ranges only.

Availability is offered, not endlessly negotiated.

Recovery rules are mandatory to protect quality and faculty effectiveness.

## **2. Participant-Facing Schedule Explanation**

Programs include up to two live sessions per weekend (Saturday and Sunday).

Each day includes only one live session in fixed time blocks communicated in advance.

Sessions may be 2 or 4 hours. No add-ons or split schedules are provided.

Participants are requested to plan availability prior to enrollment.

## **3. Monthly Calendar Template**

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	No	No	No	No	Light	Delivery / No	Delivery / No
Week 2	No	No	No	No	Light	Delivery / No	Delivery / No
Week 3	No	No	No	No	Light	Delivery / No	Delivery / No
Week 4	No	No	No	No	Light	Delivery / No	Delivery / No

## 4. Intake Checklist

Confirm one block per day.

Confirm weekly limit of two blocks.

Confirm monthly cohort cap (max 3).

Confirm pricing, scope, and recovery rules.

If any item fails, defer or decline.

## 5. Email Templates

Schedule Confirmation:

"Thank you for enrolling. Your program will be delivered on Saturday and Sunday in the communicated time blocks. Each day includes one live session. Please plan availability accordingly."

Schedule Refusal:

"Thank you for the request. At present, our delivery calendar is at capacity. To preserve program quality, we are unable to add sessions outside our declared schedule. We will inform you when the next cohort opens."

## 6. 90-Day Delivery & Cash View

Month	Planned Cohorts	Delivery Blocks	Expected Cash In	Notes
Month 1	1–2	4–8	_____	
Month 2	1–2	4–8	_____	
Month 3	1–2	4–8	_____	