

The Manager's 30-Day Adoption Flight Plan: A checklist for the manager to drive adoption after the consultant leaves.

Instructions: Use this checklist to plan and track adoption activities.

Week 1: Stabilization

- Access Check:** Confirm everyone can still log in and access the Agent.
- The "First Draft" Rule:** Announce that all [Target Documents] *must* start with an AI draft.
- Spot Check:** Review one AI output with the employee. Correct the *prompt*, not the *result*.

Week 2: Socialization

- Team Demo:** Have the "Champion" (the employee trained in the pilot) demo a live win to the rest of the team.
- Feedback Log:** Check the "Feedback Channel." Are people reporting errors? (Silence is worse than complaints—it means they aren't using it).

Week 3: Expansion (The Library)

- Library Challenge:** Ask the team to open the **Standard Prompt Library**.
- Innovation:** Challenge one person to modify a library prompt for a non-standard task.

Week 4: Value Review

- KPI Check:** Look at the Role Charter KPIs. Are we seeing the time savings yet?
- Celebration:** Publicly recognize the human alpha work done with the saved time (e.g., "Great job on that strategic account plan").