



GROUP ACTIVITY

Build Your Department AI Strategy

Work in teams to design a practical, governable AI strategy for your department — and leave with a one-page plan you can act on in 90 days.

From learning to action

You have done the **Learn**. This activity puts the rest to work — each step maps to a stage of LEAD.

L

Learn

Build shared fluency in what AI can and can't do.

DONE · BEFORE TODAY

E

Evaluate

Find where AI creates value, then prioritise honestly.

STEPS 1 - 2

A

Architect

Sequence the work into a realistic roadmap.

STEP 3

D

Direct

Set the guardrails and commit to a 90-day plan.

STEP 4 · OUTPUT

Four steps to one page

Work through each step as a team. Capture your thinking as you go — the slides ahead are yours to fill in live.

1

Identify high-impact areas

Pick 2–3 processes where AI could create real value.

2

Prioritise use cases

Weigh impact, feasibility, risk, data and readiness.

3

Build your roadmap

Sequence quick wins, pilots and strategic bets.

4

Define governance

Agree what AI can do, needs approval, or must never do.

GROUP OUTPUT Each group presents a **one-page AI strategy** — top 3 opportunities, a priority pilot, required data & tools, risks & red lines, and a 90-day action plan.

Identify high-impact areas

Tap the areas worth exploring, then commit to **2-3** where AI could create the most value.

Repetitive tasks

Student support

Reporting

Admissions

Teaching

Operations

Quality assurance

OUR 2-3 CHOSEN AREAS

A

Name a process...

B

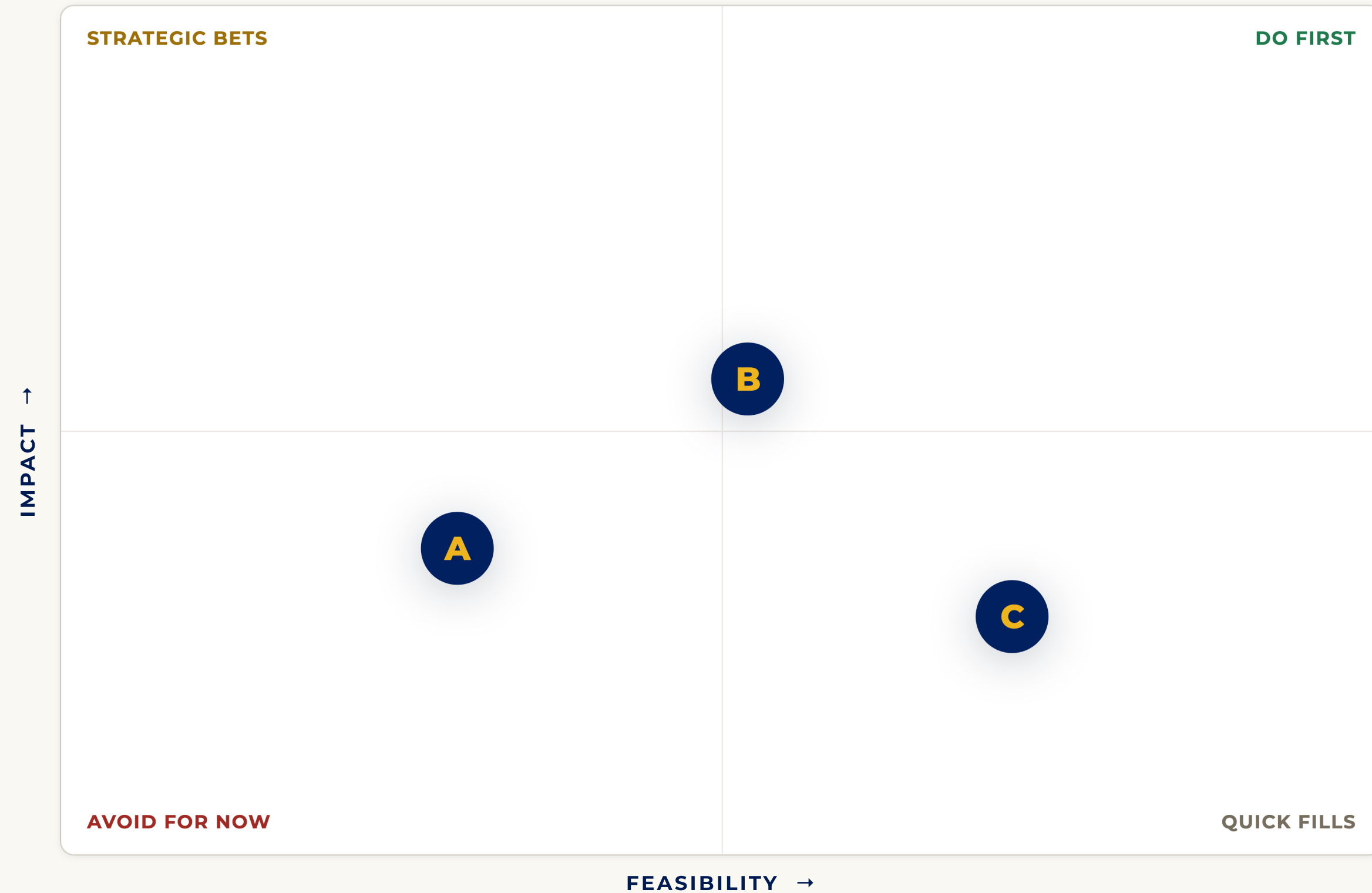
Name a process...

C

Name a process...

Prioritise your use cases

Drag ideas **A, B, C** onto the grid. Top-right wins first.



ASSESS EACH IDEA ON

01 Impact
How much value if it works?

02 Feasibility
How realistic to deliver?

03 Risk
What could go wrong?

04 Data availability
Do we have the data to use?

05 Staff readiness
Is the team ready to adopt it?

Build your AI roadmap

Place your prioritised ideas along a realistic timeline. Type directly into each phase.

● NEXT 30 DAYS

● NEXT 3 MONTHS

● 6 - 12 MONTHS

Quick wins

Low effort, no new data or tools.

• ...

Pilot projects

Bounded tests with a success metric.

• ...


Strategic initiatives

Bigger bets that build on the pilots.


• ...

Define your governance

Agree the rules before you build. Fill each column for your department.

 **AI can do**
Autonomously, no sign-off

- Draft first-pass replies...

 **Needs approval**
Human reviews before it ships

- Anything sent to a student...

 **AI must never**
Red lines — no exceptions

- Make a final decision unaided...

Your one-page AI strategy

Type your team name...

Top 3 AI opportunities

1. ... 2. ... 3. ...

Priority pilot project

The one pilot we start first, and how we'll know it worked...

Required data & tools

What we need to make it work...

Risks & red lines

What we'll watch for, and what AI must never do...

**90-DAY
ACTION PLAN**

Days 1-30

First moves...

Days 31-60

Build & test...

Days 61-90

Review & decide...

PRESENT BACK

Five minutes. One page. A real plan.

Each group shares its strategy — the top opportunities, the pilot you'll start, and the red lines you won't cross. That is LEAD in action: learning turned into evaluated, architected, directed delivery.

