First 100 Days: AI Leadership Action Planner

A structured 100-day planning template for leaders taking responsibility for the human side of AI adoption. Based on the five leadership imperatives for the AI age: presence audit, decision visibility, learning sprints, agentic AI blueprint, and stewardship commitment.

Why 100 days

The first 100 days of leading through AI transformation set the cultural conditions that persist long after. Leaders who invest in deliberate presence, understanding what exists, what is working, and what human conditions need to be created, build organisations that can adapt continuously. Leaders who do not create conditions that are hard to reverse. This planner structures your first 100 days around five proven leadership disciplines, grounded in McKinsey (2026), Deloitte (2026), and BCG (2026) research on leading AI transformation.

LEADER NAME

ROLE / FUNCTION

START DATE

MY MANDATE IN ONE SENTENCE (WHAT I AM RESPONSIBLE FOR CHANGING OR BUILDING IN THE NEXT 100 DAYS)

PHASE 1: DAYS 1 TO 30: PRESENCE AUDIT

Before you change anything, you need to understand what exists. The presence audit is about developing genuine situational awareness, not through reports and dashboards but through direct conversation, observation, and honest assessment of where your people actually are with AI adoption.

Discovery actions, complete by day 30

#	ACTION	WHAT I FOUND / KEY INSIGHT	DONE BY
1	Conduct a 1:1 with each direct report, ask: "What is genuinely changing in how you work because of AI, and what worries you most about it?"		
2	Map every AI tool or agent currently active in my area, name, function, owner, and whether it has defined governance		
3	Run an AISA stage assessment with my team, identify the spread of adoption stages and what is gating people who are stuck in Investigation or Skill-building		
4	Identify the two or three workflows most changed by AI in my area, understand what the human experience of those changes has been		

#	ACTION	WHAT I FOUND / KEY INSIGHT	DONE BY
5	Identify one person on my team who is furthest ahead in AI adoption and one who is most resistant, understand what is driving both positions		

PRESENCE AUDIT SUMMARY: WHAT I KNOW, WHAT I DON'T KNOW, AND WHAT I'M MOST CONCERNED ABOUT

30-DAY MILESTONE: WHAT WILL BE TRUE BY DAY 30

30-DAY CHECKPOINT: WHAT WAS ACTUALLY TRUE

PHASE 2: DAYS 31 TO 60: DECISION VISIBILITY

The second phase builds clarity around where decisions are being made in your area, by whom, by what, and with what level of human accountability. Decision visibility is the precondition for trust: your team cannot trust AI-assisted decisions they cannot see, and neither can you.

Decision mapping actions, complete by day 60

#	ACTION	WHAT I FOUND / WHAT I CHANGED	DONE BY
1	Map the five highest-stakes decisions made in my area each month, for each, identify whether AI is involved and who is accountable for the final outcome		
2	Identify any decisions currently made autonomously by AI that carry significant consequences without a defined human review step, and create that review step		
3	Run a team session on the decision scope question: "What should AI decide alone, what should require our approval, and what should always come to a human?"capture the team's answers		
4	Begin capturing a decision trace for significant decisions, document not just the outcome but the context, options considered, and judgment applied		
5	Establish or confirm an escalation pathway for when AI outputs are wrong, uncertain, or raise ethical concerns, test it with at least one team member		

DECISION VISIBILITY GAPS I STILL NEED TO CLOSE BY DAY 100

60-DAY MILESTONE: WHAT WILL BE TRUE BY DAY 60

60-DAY CHECKPOINT: WHAT WAS ACTUALLY TRUE

PHASE 3: DAYS 61 TO 90: LEARNING SPRINTS

Learning sprints are structured, time-boxed capability-building periods. They are not training programmes, they are protected experiments with defined outcomes. Each sprint focuses on one capability gap identified in your presence audit, runs for two to four weeks, and ends with a team retrospective on what was learned.

Sprint design, plan at least two sprints by day 90

#	SPRINT FOCUS (CAPABILITY GAP)	WHO IS INVOLVED	DURATION	SUCCESS MEASURE (WHAT WILL BE DIFFERENT)
1				
2				
3				

MY OWN CAPABILITY GAP, WHAT I WILL PERSONALLY FOCUS ON DEVELOPING IN DAYS 61 TO 90

LEARNING SPRINT RETROSPECTIVE: WHAT THE TEAM LEARNED, WHAT WORKED, WHAT TO DO DIFFERENTLY IN THE NEXT SPRINT

90-DAY MILESTONE: WHAT WILL BE TRUE BY DAY 90

90-DAY CHECKPOINT: WHAT WAS ACTUALLY TRUE

DAY 100 MILESTONE: FIRST AGENTIC AI BLUEPRINT

By day 100, you should have a first draft of your Agentic AI Blueprint, the structured governance document that maps every active AI agent in your area to a business outcome, defines its decision scope, and establishes its oversight protocol. Use the Agentic AI Blueprint Planner (available at growthperformance.co.uk/tools) as the template. Record your headline findings here.

NUMBER OF ACTIVE AI AGENTS/TOOLS IN MY AREA

AGENTS WITH DEFINED GOVERNANCE (APPROVED DECISION SCOPE + NAMED HUMAN)

BIGGEST GOVERNANCE GAP I FOUND, AND WHAT I AM DOING ABOUT IT

ONE AGENT I AM SUSPENDING OR RETIRING AS A RESULT OF THIS BLUEPRINT PROCESS

ONE AGENT I AM EXPANDING BECAUSE THE GOVERNANCE IS NOW IN PLACE TO SUPPORT IT

STEWARDSHIP COMMITMENT

Stewardship is the ongoing leadership practice of protecting both AI effectiveness and human sustainability, ensuring that AI augmentation continues to build rather than deplete your team's capacity. At day 100, record your standing commitments.

ONGOING STEWARDSHIP COMMITMENTS (TICK THOSE YOU ARE COMMITTING TO)

- [ ] Review the Agentic AI Blueprint with my team every quarter, updating agent inventory, decision scope, and governance as capabilities evolve.
- [ ] Run a Human Sustainability Risk Assessment every six months, checking whether AI adoption pace remains sustainable for my people across cognitive load, recovery, boundaries, and autonomous cycle pressure.
- [ ] Run an AISA stage check-in every quarter, tracking whether my team is progressing through adoption stages and identifying who needs support to move forward.
- [ ] Maintain a decision trace for significant decisions, documenting reasoning, not just outcomes, as an asset for both human and AI use.
- [ ] Model genuine AI fluency publicly, sharing what I am learning, what has not worked, and what I am still figuring out, rather than projecting confidence I do not have.
- [ ] Use the Connection, Clarity, Capability Planner monthly, checking that each practice is active in how I lead my augmented team.

THE ONE COMMITMENT I MOST NEED TO KEEP, AND WHY

HOW I WILL KNOW AT 6 MONTHS WHETHER MY FIRST 100 DAYS MADE A DIFFERENCE

Based on: McKinsey & Company (2026) The State of Organizations 2026 & Six Shifts to Build the Agentic Organization of the Future; Deloitte (2026) Global Human Capital Trends; BCG Henderson Institute (2026) AI at Scale: The Human Factors That Determine Success; Watkins, M.D. (2013) The First 90 Days. Growth Performance © 2026.

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

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