First 90 Days Playbook

The buyer-side plan for a first DeployCo engagement. Updated 11-08-2026.

Before day 1

- Sign the SOW with acceptance criteria, data terms and an exit plan.
- Name the executive sponsor, business owner and technical owner.
- Start access requests for systems, environments and credentials.
- Measure the baseline metric for the first workflow.

Weeks 1-2: access and discovery

- Kickoff with the embedded team and the people who do the work today.
- Grant read access and a non-production environment by day 10.
- Walk the workflow end to end with front-line staff.
- Agree the evaluation set: 100+ real examples with known right answers.

Weeks 3-4: first build

- Review a working prototype on real data, not a demo set.
- Run a head-to-head model evaluation and record the choice.
- Start the security review with the data-flow diagram.
- Write the approval policy for automated actions.

Weeks 5-8: harden

- Turn the evaluation set into an automated suite in CI.
- Add tracing, alerts and cost monitoring.
- Run shadow mode: the system works alongside staff without acting.
- Train the internal technical owner alongside the build.

Weeks 9-12: launch

- Clear the go-live bar on the evaluation suite.
- Roll out to a small group, then everyone, with a rollback plan.
- Rehearse the runbook for wrong, slow and down.
- Report the metric against the baseline every week.

Day 90 review

- Compare the metric to the baseline and the target.
- Confirm cost per task against the ceiling.
- Decide: scale to the next workflow, fix, or stop.
- Confirm the handover date and who runs the system.