

OUTLIERS DATA & AI CENTRE™

AI Transformation Toolkit™

Scale AI from pilots to enterprise value

Executive Sponsor / AI Leadership / Transformation Office · Flagship Edition 2026

Publication-ready resource for the Outliers Resource Library

1. Full Guide

AI transformation moves an organisation from scattered pilots to scaled, governed, value-generating AI. This toolkit provides the strategy, use-case portfolio, operating model, adoption approach and value tracking to make it happen.

Operating lifecycle

1. Vision — link AI to strategy and value
2. Foundations — close readiness gaps
3. Portfolio — prioritise and sequence use cases
4. Scale — move pilots to production
5. Realise — track and bank the value

Maturity model

L1 Initial	L2 Developing	L3 Defined	L4 Managed	L5 Optimised
Ad hoc / reactive	Basic, siloed	Standardised & governed	Quantified & integrated	Predictive & embedded

Key components

- Transformation vision and value case
- Readiness and foundations
- Use-case portfolio
- Adoption and change
- Operating model
- Value realisation

2. Templates & Registers

AI use case catalogue & prioritisation

Capture and rank AI opportunities (working XLSX supplied separately).

Use case	Priority	Stage
Churn prediction	1	Pilot
Invoice automation	2	Build
Credit scoring	5	Production

AI value case template

Justify investment per use case (structure).

Field	Example
Use case	Invoice automation
Benefit	Cycle time -60%
Cost	Build + run
Payback	< 12 months
Owner	Finance Ops

AI transformation roadmap

Sequence the programme.

Phase	Focus
Foundations	Data, governance, platform readiness
Scale	Move priority pilots to production
Embed	Adoption, operating model, value tracking

3. Checklists

- AI strategy linked to business value
- Readiness gaps identified and being closed
- Prioritised use-case portfolio maintained
- Operating model and CoE defined
- Adoption and change managed
- Value tracked and realised
- Governance scales with the programme

Governance Structure

Data & AI is governed through clear accountability under board oversight:

Layer	Role
Board / Audit Committee	Approves policy and appetite; oversees data & AI risk and value
Data & AI Governance Committee	Sets standards, tiers AI, approves high-risk use, reviews oversight
Data/AI owners (1st line)	Own and manage data and AI in their area
Data office / AI risk (2nd line)	Set framework, monitor, challenge, aggregate reporting
Internal Audit (3rd line)	Independent assurance over data & AI controls

Reporting Template

Standard report structure: executive summary · profile vs target (RAG) · key metrics · issues & actions · decisions sought.

Metric	Current	Target	RAG	Action
Roadmap delivery	90%	≥90%	Green	Maintain
Maturity uplift	+1 band	Improving	Green	Maintain momentum
Use cases in production	3	On plan	Green	Continue scaling
Benefit realisation	On plan	On plan	Green	Bank the value

Board Reporting Example

Illustrative one-page board summary (replace with live data):

Item	Status	Commentary
Transformation	Green	On track; maturity up one band
Value	Green	Priority use cases delivering to plan
Risk	Amber	Talent capacity constrains pace of scaling
Decisions sought	—	Approve additional AI engineering hires

Notes & Disclaimer

This toolkit is a professional management resource, not legal or regulatory advice. Calibrate scoring, tiers, policies and governance to your organisation, sector and applicable regulation. Data-protection items should be confirmed against the Nigeria Data Protection Act (NDPA) and other applicable law; AI-specific obligations should be confirmed against current and emerging regulation.