

90-Day AI Roadmap

Module 6 | AI for Contractors Course | ITech Plus

Fill in this roadmap based on your Contractor Assessment results. Focus on one thing per month.

Month 1: Foundation

Fix the basics. Get your tech stack right before adding AI.

- Complete the IT Foundation Checklist (PDF 2)
- Set up Microsoft 365 with MFA on every account
- Move all critical files to cloud storage
- Test your backups (can you restore a file right now?)
- Start using ChatGPT or Copilot for email drafting

Goal: _____

Deadline: _____

Month 2: Quick Wins

Implement the three highest-ROI automations.

- Set up AI-powered bid proposal generation (Module 3)
- Build automated follow-up email sequence (Module 4)
- Create 3-5 reusable document templates with AI
- Train one team member as your AI power user
- Track time saved this month: _____ hours

Goal: _____

Deadline: _____

Month 3: Scale

Expand AI to more workflows and measure ROI.

- Set up AI daily report generation (Module 5)
- Automate client update emails
- Review bid close rate before vs after follow-up automation

- Identify next 3 workflows to automate
- Decide: DIY or hire an AI consultant for advanced automation

Total hours saved per week: _____

Estimated revenue impact: \$_____/**month**

Goal: _____

Notes
