

90-DAY ACTION PLAN

GlobalTech Manufacturing

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SMART ASSOCIATES

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Quick Wins Summary

The following initiatives have been identified as achievable within 90 days, offering maximum impact with manageable effort.

| # | Initiative | Effort | Impact | Owner | Timeline |
|---|-----------------------------------------|--------|--------|-------------------------|----------|
| 1 | Document Critical ETL Processes | Medium | High | Data Engineering Team | 45 days |
| 2 | Standardize Customer Definition | Low | Medium | Data Governance Council | 30 days |
| 3 | Deploy Customer Churn Model | Medium | Medium | Data Science Team | 60 days |
| 4 | Implement Basic Data Quality Monitoring | Medium | High | Data Engineering Team | 45 days |
| 5 | Executive AI Strategy Workshop | Low | Medium | CDO with CTO support | 21 days |

Detailed Action Items

1. Document Critical ETL Processes

Document the 60 undocumented Informatica ETL jobs starting with the most critical 20 based on downstream impact analysis

| | |
|------------------------|-----------------------|
| Owner | Data Engineering Team |
| Timeline | 45 days |
| Effort | Medium |
| Expected Impact | High |

Success Criteria: Define measurable outcomes upon initiation.

2. Standardize Customer Definition

Workshop with department heads to create single customer definition and implement in executive dashboards

| | |
|------------------------|-------------------------|
| Owner | Data Governance Council |
| Timeline | 30 days |
| Effort | Low |
| Expected Impact | Medium |

Success Criteria: Define measurable outcomes upon initiation.

3. Deploy Customer Churn Model

Move existing customer churn model from notebook to production using current infrastructure

| | |
|-----------------|-------------------|
| Owner | Data Science Team |
| Timeline | 60 days |
| Effort | Medium |

Expected Impact Medium

Success Criteria: Define measurable outcomes upon initiation.

4. Implement Basic Data Quality Monitoring

Set up Great Expectations for automated quality checks on critical datasets with email alerting

Owner Data Engineering Team

Timeline 45 days

Effort Medium

Expected Impact High

Success Criteria: Define measurable outcomes upon initiation.

5. Executive AI Strategy Workshop

Conduct half-day workshop with leadership to define AI strategy priorities and governance principles

Owner CDO with CTO support

Timeline 21 days

Effort Low

Expected Impact Medium

Success Criteria: Define measurable outcomes upon initiation.

Progress Tracking Template

Use this template to track progress at weekly check-ins:

| Initiative | Status | % Complete | Blockers | Next Steps |
|-----------------------------------------|--------|------------|----------|------------|
| Document Critical ETL Processes | ○ | | | |
| Standardize Customer Definition | ○ | | | |
| Deploy Customer Churn Model | ○ | | | |
| Implement Basic Data Quality Monitoring | ○ | | | |
| Executive AI Strategy Workshop | ○ | | | |

Status: ○ Not Started | ◐ In Progress | ● Complete | ◑ At Risk

90-Day Review Meeting Agenda

Review Meeting Template

1. **Welcome & Objectives** (5 min)
2. **Quick Wins Progress Review** (20 min)
 - Status update on each initiative
 - Blockers and mitigation actions
3. **Key Achievements** (10 min)
4. **Lessons Learned** (10 min)
5. **Updated Maturity Assessment** (10 min)
 - Re-score dimensions if appropriate
 - Compare with baseline
6. **Next Phase Planning** (15 min)
 - Medium-term roadmap priorities
 - Resource requirements
7. **Actions & Close** (5 min)