Your team's journey with KeepTheTeam

Passing the torch, from one person to the whole team.

Right now, one person on your team knows how to use AI. This is the route we take together so that everyone does, with systems built around the way your team already works.



Leg one

Assessment

We get to know your people and their work, then plan the route. About 2 weeks.

Leg two

Implementation

We build the tools with your team and train them to carry it. About 3 weeks.

Where you arrive

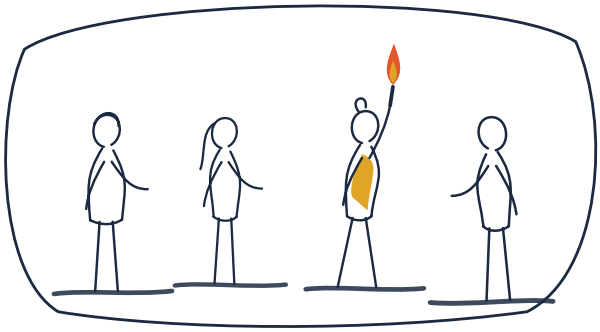
The whole team

Everyone works with AI, with a named owner to keep it running.

Leg one · about 2 weeks

Getting to know your team

Before anything gets built, we learn how your business and your people actually work. Then we plan the route with you.



Where most teams start: one light

1

WEEK 1 · VIDEO CALL

Meet the team

We introduce ourselves and KeepTheTeam, explain why we're there and what the journey looks like. Questions welcome; mostly, we listen.

→ **A shared understanding and a comfortable start.**

2

WEEK 1 · VIDEO CALL

See how the team works

Daily responsibilities, the tools you use now, the manual and repetitive work, the sticking points, and how much AI people already use.

→ **Your current workflows and your team's needs, written down.**

3

WEEK 2 · VIDEO CALL

Explore what would help

Possible AI tools, better ways to manage time and projects, and training. We ask the people doing the work what would genuinely help them.

→ **A short list of opportunities, shaped by your team.**

4

WEEK 2 · VIDEO CALL

Agree the plan

We walk you through what we found, the systems we recommend, the training plan, the software you'll need and what we'd build.

→ **Your decision on whether to go ahead.**

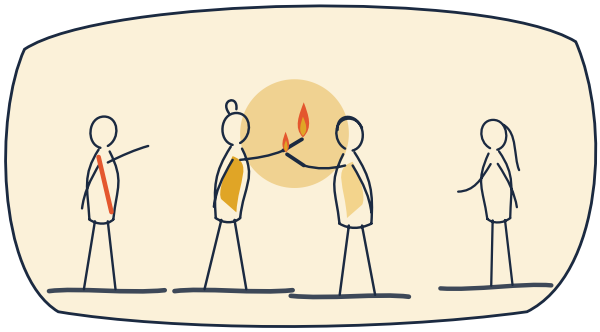
You leave with: your AI and Team Development Plan

One plan, organised by department: what we found, your priorities, the systems and workflows to build, how we'll train people, who owns what, and the software you'll need.

Leg two · about 3 weeks

Passing the flame

We build the agreed tools alongside your team, two calls a week, and hand over more of the work at every stop until they're building for themselves.



The light moves from one pair of hands to the next

1

WEEK 1 · SETUP

Set off

Review the plan, check AI accounts and access, agree who does what, and cover the basics with anyone who needs them.

→ **Everyone knows the route and is ready to start.**

2

WEEK 1 · BUILD

Build together

We start building the first tools and workflows with your team, explaining how each one works as we go.

→ **The first tools take shape, with your people involved.**

3

WEEK 2 · DEVELOP

Fit it to your work

We keep building, bring in your team's standards and feedback, and fold the workflows into the daily routine.

→ **Working pieces that match how your team works.**

4

WEEK 2 · PRACTICE

Your team takes the lead

Your people build or adapt tools themselves, with us alongside, and we tidy up how time and projects are managed.

→ **Hands-on practice building and running their own tools.**

5

WEEK 3 · TEST

Check it works

We review what the team built, test it against the standards we agreed, and fix what needs fixing.

→ **Systems you can trust.**

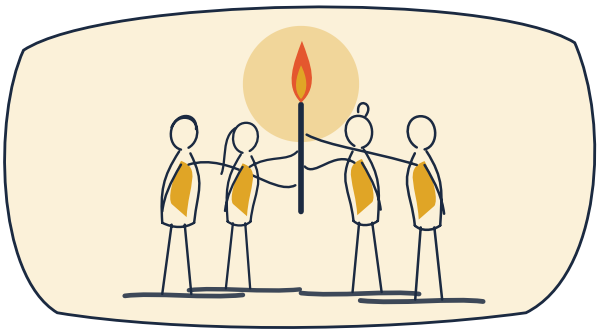
6

WEEK 3 · HANDOVER

Hand over the torch

We finish the training, go through everything delivered, confirm who owns and maintains each system, and talk about what's next.

→ **Your team runs it, with clear instructions to keep it going.**



Where you arrive

The whole team carries it forward

Working AI tools and workflows, built for each person's own job.

A trained team that can build and adapt its own tools.

Documented processes, so nothing lives in one head.

A named owner with guidance to maintain and check each system.

Before we set off

Your people

Choose the departments to start with, and make time for the people who do the work.

Your accounts

The AI and other services your plan names, such as ChatGPT or Claude. You buy them and they're yours; not every platform is needed.

What you already have

Access to your existing tools and any process documents that help us understand the work.

A clear destination

The assessment sets what gets built, so everyone knows what we're delivering before we start.

Bringing more of the team?

Each extra department adds its own calls and runs alongside the first where it can, with one joint plan across the business. Implementation adds about a week and a half per department.

After the handover

We look at what's next together: more workflows, another department, or ongoing support. Anything further is planned on its own.

Talk about your team

Book a video call at keeptheteam.com

My AI strategy includes my people.