

K-12 LEADERSHIP DECISION SUPPORT

AI Readiness Diagnostic Sprint

A forwardable two-page brief for deciding whether the fixed sprint fits and for asking the right questions inside your organization's own purchasing process.

USD \$3,500

Fixed professional-service fee after fit and written scope review

Remote

One 60-minute leadership workshop for up to eight participants

10 school days

Begins only after written scope and accepted kickoff inputs

Decision aid, not purchasing authority. This brief is not a quote, proposal, contract, invoice, legal opinion, compliance certification, procurement approval, or promise that Milestone Teachers meets your organization's vendor requirements.

Strong fit when your team...

- already has recommendations, draft guidance, policy direction, or an active AI working group;
- needs owners, evidence, and a 90-day implementation decision before a broader rollout;
- can provide up to eight approved documents or public links and two anonymous class-level workflow examples.

Not this scope when you need...

- legal advice, compliance certification, a security audit, or procurement approval;
- vendor endorsement, vendor selection, policy adoption, or implementation;
- student-level analysis or the sharing of names, records, individual work, or sensitive data.

SIX ACCEPTANCE-BASED DELIVERABLES

1 Readiness baseline

Accepted when: Every material finding is labelled as observed evidence, district-reported context, or an open validation question.

2 Policy-to-practice crosswalk

Accepted when: Every recommendation names an owner, priority, dependency, first evidence, and a 30-, 60-, or 90-day decision point.

3 AI tool due-diligence question set

Accepted when: The question set distinguishes approval, monitoring, renewal, incident, and exit decisions.

4 Two teacher-workflow maps

Accepted when: Both maps state permitted inputs, prohibited data, required human review, quality evidence, and a stop condition.

5 90-day implementation register

Accepted when: The register identifies at least one action for governance, professional learning, community trust, and measurement.

6 Leadership debrief

Accepted when: The leadership reviewer can trace each claim to the source register; no deliverable claims legal compliance, procurement approval, policy adoption, vendor safety, or guaranteed learning outcomes.

Fixed scope also includes: final leadership PDF, editable XLSX register and due-diligence matrix, source register, one consolidated revision, and the leadership closeout. Any added interviews, workflow maps, implementation, travel, or ongoing support require separate written scope.

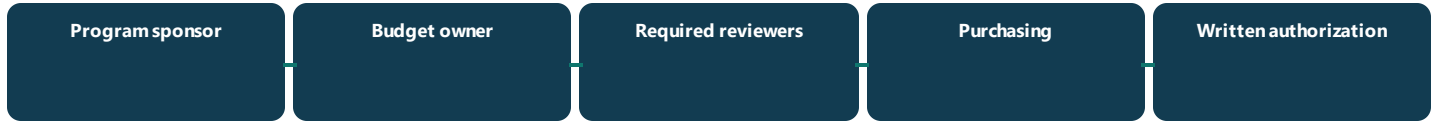
BEFORE A FIT-REVIEW REQUEST BECOMES WORK

Route the decision through your own controls.

Your organization decides which reviewers, documents, purchasing steps, tax forms, insurance evidence, signatures, and payment terms apply. Milestone Teachers does not make those determinations for you.

Keep sensitive material out of the fit form.

Do not submit student names, records, confidential contracts, credentials, tax identifiers, or insurance documents.



1 | PROGRAM FIT AND OWNERSHIP

- Name the executive or program sponsor and the decision this sprint must support.
- Confirm the six deliverables, exclusions, source set, workshop participants, reviewer, and decision date.
- Use organization-level and anonymous class-level inputs only.

2 | BUDGET AND AUTHORITY

- Identify the budget owner, authorized signer, and approved purchasing route.
- Confirm whether a purchase order, signed agreement, written authorization, or another instrument is required.
- Do not treat the fit form or this brief as authorization to begin work.

3 | LEGAL, PRIVACY, AND TECHNOLOGY REVIEW

- Your organization decides whether legal, privacy, security, technology, accessibility, records, or labour review is needed.
- The sprint supplies decision-support questions and evidence gaps, not approval or certification.
- Keep protected data and confidential records in your approved systems.

4 | VENDOR ONBOARDING AND PURCHASING

- Ask purchasing which vendor registration, tax documentation, insurance or COI limits, conflict forms, payment terms, and invoice fields apply.
- Milestone Teachers confirms only documents and coverage it can actually provide.
- Use a secure district-directed channel for tax, banking, insurance, or signed procurement records.

5 | ACCEPTANCE AND INVOICING

- Name the reviewer who can accept the final leadership PDF and editable XLSX against the written acceptance criteria.
- Confirm required invoice references, approval or acceptance evidence, submission channel, payment schedule, and record owner.
- Separate a received fit request, a written quote, an agreement, an approved PO, delivered work, an invoice, and collected payment as distinct stages.

Internal routing gate - confirm all six before authorizing work

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| ☐ Fit and fixed scope are confirmed in writing. | ☐ Required kickoff inputs are accepted. |
| ☐ Program sponsor, reviewer, and decision date are named. | ☐ Workshop date and approved participants are confirmed. |
| ☐ Your required purchasing authorization is complete. | ☐ Applicable tax, insurance, invoice, and secure-document steps are confirmed. |

No-work gate: the 10-school-day delivery window begins only after written scope and required kickoff inputs are complete. This brief and a fit-review request do not authorize work; your organization must separately complete its required purchasing authorization before service can proceed.

Next step: inspect fit before requesting a review.

The page exposes scope, acceptance criteria, delivery timing, privacy boundaries, and the fit-review fields. No payment or booking is created.

[Review the sprint and fit form](#)

Public decision aid prepared by Milestone Teachers | Ontario, Canada. Operating location does not state legal entity type or tax residency. District, board, school, and other buyer requirements vary. This document does not replace your organization's policies, counsel, procurement instructions, security review, accessibility review, or authorized purchasing documents.