

AI Master's for Business — Monthly Stakeholder Report

Company: [Your Company] · Cohort month: 3 of 6 · Team: 4 seats (Full Team) · Prepared for: [Sponsor name]

BUILD PROGRESS — [TOOL NAME: E.G. PHISHING TRIAGE ENGINE]

Month 3 of 6 · **55% complete** · **ON TRACK** for month-6 ship. First working version processing live test data in your staging environment since week 9.

MILESTONES

Milestone	Target	Status
Scoping → build plan agreed	Month 1	DONE
AI guardrails + governance policy installed	Month 1	DONE
First working version (staging)	Month 3	DONE — week 9
Security review & hardening	Month 4	Scheduled
Production deployment	Month 5	—
Ship + stakeholder demo	Month 6	—

COHORT ENGAGEMENT (TEAM-LEVEL ONLY — WE DON'T SURVEIL INDIVIDUALS)

For teams under four people, reports show milestones and build status only — attendance and time metrics are omitted so no individual can be identified.

- Live session attendance: **92%** across the team this month
- Build hours logged: **~12.5 hrs/week team total** (target 12)
- Workshops completed this month: **4 of 4** · Labs: **11 of 12** (**1 carried to next month**)

RISKS & ACTIONS

- RISK:** Graph API mailbox permissions awaiting internal approval — needed for month-4 hardening. **Action:** sponsor to unblock with IT by [date].
- Mitigated: test-data anonymisation approach agreed with your compliance lead in week 10.

NEXT MONTH

Security review of the triage engine (threat model + test coverage gates), begin hardening pass, mentor session on deployment architecture. On current pace the tool ships in month 6 with two weeks' margin.

About this document: this is a SAMPLE showing the format and level of reporting sponsors receive monthly. Milestone dates, metrics, and status figures are illustrative targets, not real results; actual reporting varies by engagement. Reporting is cohort-level by design — managers see build progress and team engagement, never individual performance data.