6. Al Pilot Project Management Template

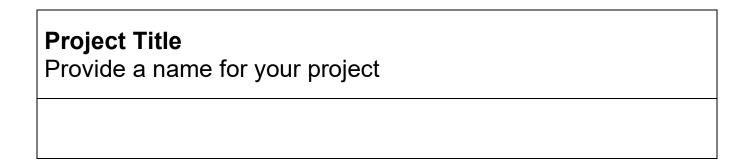




Responsible Al Worksheet: Al Pilot Management Template

6. Al Pilot Project Management Template

Scoping phase



Owning Team

Which business function does the project belong to?

Project Description

Provide a topline description of your project, including projected outcomes

Rationale for the project

What is the problem or challenge you are looking to solve?

Project Information

Project Sponsor Senior member of business function
Project Manager Name of project manager
Business Function Lead Name of business function lead
Stakeholders Who else needs to be consulted or may be impacted by the project?
L
Resources What budget, personnel, or other resources might be needed to support the project?

Timeline / Dependencies Are there any key dates that need to be met, or dependencies that may impact the timeline?
Key measures of success What are you trying to test through the pilot? E.g. efficiency savings, integration with existing workflows, scalability?
1.
2.
3.

Delivery phase

Workflow

What does the existing workflow look like? Where will AI fit into the existing workflow/processes?

Is there scope for developing or adapting existing processes?

Product specification
What information (and format) will be input into the AI?
Is the required data available in the right format? Who
provides this data?
What would the Al need to do?
What type of prompts would be required?
What could an output look like?
What type of Al tool is most suited to this kind of task?
Risks
Are there any specific risks relating to this project? Also see
the responsible AI checklist for common AI risks
Risks
1.
2.
3.

Mitigation 1.

2.

3.

Transcribed into E-text by A2i Transcription Services Unit 4 Montpelier Central, Station Road, Bristol BS6 5EE 01179 44 00 44 info@a2i.co.uk www.a2i.co.uk

We welcome feedback so please get in touch! Ref number: 42728