

6. AI Pilot Project Management Template



BRAID
Bridging Responsible AI Divides

Responsible AI Worksheet: AI Pilot Management Template

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Scoping phase

Project Title

Provide a name for your project

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?

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 AI need to do?

What type of prompts would be required?

What could an output look like?

What type of AI 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
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