

6.

AI Pilot Project 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? 1. E.g. efficiency savings, integration with existing 2. workflows, scalability? 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	Mitigation
1.	1.
2.	2.
3.	3.