AI Project Checklist / [redacted] AI

Practical checklist for planning, delivery, and operations

Disclaimer: This document is a practical template and does not constitute legal, compliance, or financial advice. | [redacted]

== 1) [redacted] / 1) Goals & Scope ==
TH: [redacted] (baseline + target)
EN: Define measurable success metrics (baseline + target)
TH: [redacted] workflow [redacted] AI [redacted]
EN: Identify real users and workflows the AI will support
TH: [redacted] + [redacted]
EN: Set scope and out-of-scope items to prevent scope creep
TH: [redacted] acceptance criteria [redacted] (pass/fail)
EN: Agree on clear acceptance criteria (pass/fail)
== 2) [redacted] / 2) Data ==
TH: [redacted] data inventory: [redacted], [redacted], [redacted]
EN: Create a data inventory: sources, owners, access
TH: [redacted]: missing, noise, label quality, bias [redacted]
EN: Check data quality: missing values, noise, label quality, basic bias checks
TH: [redacted] data retention [redacted]
EN: Define retention and refresh/update strategy
TH: [redacted] data classification [redacted]
EN: If sensitive data exists, classify and restrict access
== 3) [redacted] / 3) Privacy & Security ==
TH: [redacted] (PDPA/GDPR) [redacted]
EN: Identify privacy risks (PDPA/GDPR) and mitigations
TH: [redacted] least privilege: [redacted]
EN: Use least-privilege access
TH: [redacted] audit log [redacted]
EN: Keep audit logs for data access and key changes
TH: [redacted]: masking/redaction [redacted]
EN: Define handling of personal data: masking/redaction when appropriate
== 4) [redacted] / 4) Architecture & Ops ==
TH: [redacted] (APIs, queues, DB) [redacted]
EN: Design integrations with existing systems (APIs, queues, DB)
TH: [redacted] monitoring [redacted]: latency, error rate, quality signals
EN: Set up monitoring early: latency, error rate, quality signals
TH: [redacted] fallback/rollback [redacted] AI [redacted]
EN: Prepare fallback/rollback when AI is unavailable
TH: [redacted] runbook [redacted] owner [redacted]
EN: Define runbooks and owners for incidents
== 5) [redacted] / 5) Evaluation & Cost ==
TH: [redacted] (offline eval) [redacted] online validation
EN: Run offline evaluation first, then online validation
TH: [redacted] regression test
EN: Collect hard/failure cases for regression tests
TH: [redacted] guardrails ([redacted] rate limit, safety rules) [redacted] LLM/RAG
EN: Set guardrails (rate limits, safety rules) for LLM/RAG
TH: [redacted]: API, infra, labeling, support
EN: Review costs: API, infra, labeling, support

Notes / ■■■■■■■■:

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