

# AI Project Checklist / [REDACTED] AI

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Practical checklist for planning, delivery, and operations

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

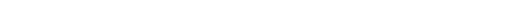
EN: Collect hard/failure cases for regression tests

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

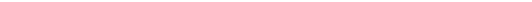
EN: Review costs: API, infra, labeling, support

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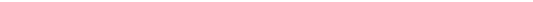
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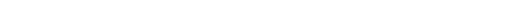
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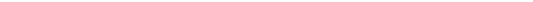
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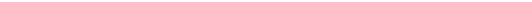
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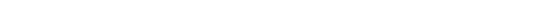
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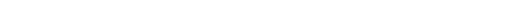
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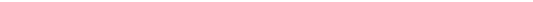
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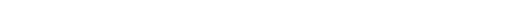
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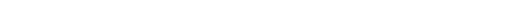
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