The Algorithmic Transparency Checklist

Our framework for algorithmic transparency is made up of 4 steps, which are be described in detail in the playbook: Inventory, Plan Design, Implement, and Maintain.

Using this checklist is as easy as going through each item in order. If you need further clarification on any step or sub-step, see the detailed instructions found in this playbook.

STEP 1: Inventory your algorithmic systems	
	1A: Create a list of all algorithmic decision-making systems in your organization. Note that the definition of an algorithmic decision-making system is broad, and includes any system that uses an algorithm for making decisions.
STEP 2: Plan & Design transparency for your algorithmic systems	
	2A: Create a list of all the relevant stakeholders for each algorithmic system. The stakeholders for algorithmic systems include technical practitioners, managers, affected persons, humans-in-the-loop, and compliance officers. Stakeholders exist both inside and outside your organization.
	2B: Create a list of the potential goals of each stakeholder. The goals of transparency are ensuring validity, building trust, assisting in learning and support, supporting recourse, and ensuring fairness and privacy. Note that stakeholders may have different or overlapping goals for transparency. Ideally, you should engage stakeholders and have them talk about their goals.
	2C: Design transparency features for your systems given stakeholders' goals. Consider transparency features like transparency labels, data visualizations, intrinsic transparency mechanisms of algorithmic systems, and attribute importance, and attribute influence. As a baseline, you should strongly consider implementing transparency labels, attribute importance, and attribute influence for algorithmic systems impacting people and their lives.
	2D: Speak with your technical team to review your design ideas. There is an information asymmetry between what is technical feasible and transparency and what is ideal for stakeholders, making it important to include the technical team in transparency discussions early on.
STEP 3: Implement transparency for your algorithmic systems.	
	3A: Implement transparency features. This is a technical and design process that may include creating data visualizations, dashboards, or algorithmic factsheets.
	3B: Test and review your transparency implementation with stakeholders. To avoid the pitfalls of poorly implemented transparency features, you should consult with stakeholders to make sure that transparency features are implemented properly.
STEP 4: Maintain algorithmic transparency	
	4A: Create a process for continually maintaining algorithmic transparency. This includes implementing transparency from the outset when creating new algorithmic system, and monitoring transparency features to make sure they don't degrade over time.

References