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| Planning for an AI experiment  *Fill out this worksheet to articulate success criteria, measures, risks, and benefits for an AI Use Case.* | | | | Name:  Directorate/Division:  Date | |
| **AI Use Case –** | | | | | |
| **1.** How important are the  following considerations for measuring success? | NO  importance | LOW  importance | MEDIUM  importance | HIGH  importance | **2.** How will you monitor or measure the  success for considerations of MEDIUM and HIGH importance? |
| a. Progress on organizational  goals (short or long term) |  |  |  |  |  |
| b. Accuracy of data output |  |  |  |  |  |
| c. End user feedback or impact |  |  |  |  |  |
| d. Time saved or manual burden for staff lifted |  |  |  |  |  |
| e. Lifecycle costs |  |  |  |  |  |
| f. Unbiased results or balanced impacts across data types, classes, or demographics |  |  |  |  |  |
| g. Feasibility for (next phase of) implementation |  |  |  |  |  |
| h. Developing or verifying performance baselines |  |  |  |  |  |
| i. Adherence to quality standards over time |  |  |  |  |  |
| **3.** Are there other considerations for measuring success not listed above? If so, what are they? | | | | | |

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| **Risk & Benefit Analysis: The Agency or Department** | | | | |
| **4.** What are the related goals or priorities this new or enhanced capability could support? | | | | |
| **5**. Describe potential **benefits** to the Agency. | Rate potential benefits and risks | | | |
| 1 -LOW  benefit | 2 | 3 | 4 – HIGH  Benefit |
| **6.** Describe potential **risks** to the Agency and how you will mitigate the risks. | 1 - HIGH  risk | 2 | 3 | 4 – LOW  Risk |

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| **Risk & Benefit Analysis: End Users** | | | | |
| **7.** How will end users (customers or citizens) interact with the new or enhanced capability? | | | | |
| **8.** Describe potential **benefits** to end users. | Rate potential benefits and risks | | | |
| 1 -LOW  benefit | 2 | 3 | 4 – HIGH  Benefit |
| **9.** Describe potential **risks** to end users and how you will mitigate the risks. | 1 - HIGH  risk | 2 | 3 | 4 – LOW  Risk |

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| **Risk & Benefit Analysis: Staff** | | | | |
| **10.** How will staff interact with the new or enhanced capability? | | | | |
| **11**. Describe potential **benefits** to staff. | Rate potential benefits and risks | | | |
| 1 -LOW  benefit | 2 | 3 | 4 – HIGH  Benefit |
| **12.** Describe potential **risks** to staff and how you will mitigate the risks. | 1 - HIGH  risk | 2 | 3 | 4 – LOW  Risk |

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| **Risk & Benefit Analysis: People depicted in the data** | | | | |
| **10.** How will people represented in the data be depicted by the new or enhanced capability? | | | | |
| **11**. Describe potential **benefits** to people depicted in data. | Rate potential benefits and risks | | | |
| 1 -LOW  benefit | 2 | 3 | 4 – HIGH  Benefit |
| **12.** Describe potential **risks** to people depicted in the data and how you will mitigate the risks. | 1 - HIGH  risk | 2 | 3 | 4 – LOW  Risk |

To Add:

Protected Classes:

Accessibility how will you ensure that the results don't have greater negative impact on people with disabilities

Error tolerance – if errors persist over the expected level or get worse, what is the plan?