\*\*Method of Procedure (MoP) for Creating Azure OpenAI\*\*

1. \*\*Introduction\*\*

This procedure provides the necessary steps to create Azure OpenAI. This MoP should be executed by a cloud engineer or a similar appropriate resource with Azure administrative permissions.

2. \*\*Prerequisites\*\*

- Azure account with active subscription.

- Authorised personnel with a role of Azure Administrator or similar to execute the commands.

3. \*\*Procedure\*\*

- Log in to the Azure portal.

3.1. \*\*Create a new resource\*\*

- From the left-hand menu, click on ‘+ Create a Resource’.

- In the search bar, type 'OpenAI' to locate the service and select it.

- Click 'Create' on the OpenAI service page.

3.2. \*\*Fill in the required details\*\*

- Select your subscription and the resource group in which you want to create the OpenAI resource.

- Enter a name for the new OpenAI resource.

- Choose the region where you want the resource to be located.

- Choose your pricing tier.

- Review the legal terms and if you agree, click 'Create'.

3.3. \*\*Configuration\*\*

- Navigate to the OpenAI resource.

- Record the 'Key' and 'Endpoint' values from the resource page. You will use these later to authenticate your applications to the OpenAI service.

4. \*\*Validation\*\*

Test the OpenAI using a client application to ensure that it is set up correctly.

5. \*\*Backout Plan\*\*

If at any point during the procedure fail occurs, please refer to the Azure OpenAI documentation and troubleshooting guides.

6. \*\*Completion\*\*

Upon successful creation, validate the successful operation and availability of the OpenAI service.

Please note, the execution of this procedure assumes that the user executing is aware of Azure deployment security best-practices and the user context in which commands are run.

Area of Impact: This procedure will not impact any existing services within the production environment.

Risk/Impact Evaluation: If not performed correctly, this operation may result in inaccessibility or improper setup of the OpenAI service.

\*\*Approvals:\*\*

1. Cloud Engineer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Change Schedule:\*\*

- Scheduled Start: \_\_\_\_\_\_\_\_\_\_\_\_

- Scheduled End: \_\_\_\_\_\_\_\_\_\_\_\_

\*\*Downtime window:\*\* No downtime is expected to perform this task.

This Method of Procedure (MoP) identifies the step-by-step process to create an Azure OpenAI in a controlled and managed way to minimize any risk to operational services.