## PROJECT SUMMARY
Establishing Foundation
- Scope of project.
- What are business drivers and/or problem trying to be solved?
- What is considered as success and/or previous hurdles to overcome?
- What is the desired business outcome (i.e. savings, return, new product, enhancement)?
- How are you developing this project (Internal staffed, outsourced, serviced by 3rd party)?
- How would you rate your readiness to deliver the AI project- is it a Proof of Concept, trial, test case or going live?
- Timeline for project completion (milestones, etc.)

## TEAM
Understanding the people resources
- How many ML projects have you worked on
- What is the closest to ML project that you have worked on...in scope?
- Background of the team members?
- What learning resources are you currently/planning on leveraging?
- How much time team is planning on the project?
- Priority of the project?

## EVALUATION/PLANNING
Operational Awareness
- What departments take part in new projects?
- How long does planning approval take prior to starting project?
- How are approved projects funded?
- Once evaluation is successful, what is the process to roll out "production" scale?
- Do different departments share information on successful evaluations?
- Who is in charge of documenting technical and financial business impact(s)?

## DATASET
Understanding Most Critical Component
- How mature is your data analytics practice and has "good data" been identified?
- Details around data lake - SW, Size, Engineers, Supporting, Businesses Funding, Etc.
- What does the data set look like?
- How large is the database?
- Structured, unstructured, or both?
- Where are your data sources from?
- Does the dataset have time series characteristics?
- Why is the lifecycle of the data?
- What are the growth rates of the dataset?

## TOOLS/FRAMEWORKS
Enabling the Data

- What are you doing today (Before AI/DL) to address initiative/Problem?
- Which programming language(s) are you using for the project (python,C/C++,CUDA C/C++,Etc.)?
- What kind of libraries/frameworks/APis are you using?
- Will you do/are you doing supervised, unsupervised, or semi-supervised learning?
- Have you experimented using traditional machine learning or deep learning?
  - o  If yes - Which models (logistic, regression, random forest, RNN, CNN, etc.) are you using?

## TOOLS/FRAMEWORKS 2/2
Enabling the Data

- What kind of accuracy are you getting?
- How long is training time?
- What is the training update cycle?
- What will you/are you doing for inference, where is that running, what does the data flow look like?
- How large is the training set?
- If you are doing supervised learning, do you think you have enough labeled data for training?
- Can a human (possibly expert) observe patterns in the input data to do the ML task themselves? For instance, humans can see an image and identify objects in them (image object detection).
  - o  In other words, are there known intuitive signals (based on first principles) in the input features which make the task feasible for ML?
- Are you using any deep learning frameworks? if yes, which framework(s)?
- Are you currently using GPUs to accelerate this work?

## RESULTS TRACKING
Tying It All Together

- What is the overall result of the project?
- How did the project address business challenges/goals?
- How was computational throughout beneficial to project?
- What specific tools/ features proved to be most valuable to success?
- Detailed benefits company has experienced since implementing project (i.e. customer satisfaction, new LOB, increase revenues, etc.)
- Can you apply ROI metrics?
- How has the success impacted overall business market strategies, competitive landscape, and leadership's vision on AI?