# **Fawzooz AI - AIMS Implementation Roadmap**

Version: 1.0

Date: 2025-07-24

Roadmap Owner: [e.g., Chief Information Security Officer (CISO)]

### 1. Introduction & Goal

This document outlines the strategic roadmap for the phased implementation of the Fawzooz AI Management System (AIMS) across the organization. The goal is to systematically embed the policies, procedures, and controls we have documented into our culture and daily operations, ensuring a successful transition to a fully compliant and effective AIMS within the next 6-9 months.

This roadmap provides a clear sequence of activities, assigns ownership, and sets timelines to ensure a coordinated and successful rollout.

### 2. Implementation Phases

The implementation is structured into four distinct phases:

* **Phase 1: Foundation & Mobilization (Month 1)**
* **Phase 2: Policy Rollout & Core Process Deployment (Months 2-3)**
* **Phase 3: Operational Integration & System-Level Adoption (Months 4-6)**
* **Phase 4: Continual Improvement & Audit Readiness (Ongoing from Month 7)**

### 3. Detailed Roadmap

#### **Phase 1: Foundation & Mobilization (Target: End of August 2025)**

*Objective: Establish the governance structure and prepare the organization for change.*

| **Task/Activity** | **Key Deliverable(s)** | **Owner(s)** | **Status** |
| --- | --- | --- | --- |
| **1.1. Formalize AI Governance Committee (AIGC)** | Signed AIGC Charter; Published list of members and responsibilities. | CEO, CISO | Not Started |
| **1.2. Finalize & Approve Core Policies** | Formal sign-off on the AIMS Manual, AI Policy, Risk Mgt. Procedure, SDLC Policy, and Data Governance Policy. | AIGC | Not Started |
| **1.3. Develop & Launch AIMS Communication Plan** | Initial company-wide communication announcing the AIMS initiative, its purpose, and the roadmap. | Head of Comms, CISO | Not Started |
| **1.4. Finalize & Approve SoA** | Approved Statement of Applicability (SoA) document. | CISO, AIGC | Not Started |

#### **Phase 2: Policy Rollout & Core Process Deployment (Target: End of October 2025)**

*Objective: Train staff on the new policies and begin using the core AIMS processes.*

| **Task/Activity** | **Key Deliverable(s)** | **Owner(s)** | **Status** |
| --- | --- | --- | --- |
| **2.1. Conduct Foundational AIMS Training** | Completion records for mandatory e-learning module on "Responsible AI at Fawzooz AI" for all staff. | Head of HR | Not Started |
| **2.2. Deploy AI Risk Management Process** | Live AI Risk Register populated with initial risks identified from existing projects. | CISO, AI Dev Leads | Not Started |
| **2.3. Conduct Role-Specific Training** | Training sessions for developers on the new AI SDLC Policy; Training for Product Managers on AI Impact Assessments. | Head of AI Dev, Head of Product | Not Started |
| **2.4. Populate AI System Inventory** | A comprehensive inventory of all current AI systems documented in the AI System Inventory log. | CTO, AI Dev Leads | Not Started |

#### **Phase 3: Operational Integration & System-Level Adoption (Target: End of January 2026)**

*Objective: Embed AIMS practices into the day-to-day workflows for all new and existing AI projects.*

| **Task/Activity** | **Key Deliverable(s)** | **Owner(s)** | **Status** |
| --- | --- | --- | --- |
| **3.1. Mandate AI SDLC for New Projects** | First new AI project successfully passes Phase 1 & 2 gate reviews of the new SDLC policy. | CTO, Head of AI Dev | Not Started |
| **3.2. Conduct Retrospective AIAs** | AI Impact Assessments (AIAs) completed for the top 3 high-risk legacy AI systems. | CISO, Product Managers | Not Started |
| **3.3. Integrate Incident Response Process** | AI Incident Response Plan fully operational; SOC and AI Ops teams trained on the new procedures. | CISO, Head of AI Ops | Not Started |
| **3.4. Implement Competence Matrix** | Job descriptions for key AI roles updated with AIMS competencies; Initial skills gap analysis completed. | Head of HR | Not Started |

#### **Phase 4: Continual Improvement & Audit Readiness (Ongoing from February 2026)**

*Objective: Establish the cycle of monitoring, review, and improvement to ensure the AIMS is effective and ready for certification.*

| **Task/Activity** | **Key Deliverable(s)** | **Owner(s)** | **Status** |
| --- | --- | --- | --- |
| **4.1. Conduct First Full Internal Audit** | Completed Internal Audit Report for the AIMS against ISO 42001. | Lead Auditor (Internal/External) | Not Started |
| **4.2. Hold First AIMS Management Review** | Completed Management Review Meeting Minutes with documented decisions and action items. | AIGC, CEO | Not Started |
| **4.3. Launch Continual Monitoring** | Dashboards and processes for monitoring AI system performance and risk metrics are live and reviewed regularly. | CTO, CISO | Not Started |
| **4.4. Plan for External Certification Audit** | Selection of an accredited external auditor and scheduling of the Stage 1 ISO 42001 certification audit. | CISO | Not Started |

### 4. Measuring Success

The success of this implementation will be measured by:

* **Completion Rate:** 100% of tasks completed within the defined timelines.
* **Staff Competence:** >95% completion rate for all mandatory AIMS training.
* **Audit Performance:** Successful completion of the first internal audit with no more than 3 major nonconformities.
* **Operational Adoption:** All new AI projects from Month 4 onwards are fully compliant with the new AI SDLC policy.