

AI Implementation Checklist

Use this one-page checklist to plan and run a focused AI pilot (2–6 weeks).

Pre-pilot: discover & decide

- Identify a measurable use case
- List stakeholders and success criteria
- Confirm sample data access
- Estimate budget & timeline

Data prep & privacy

- Sample, clean, and label data
- Anonymize or redact sensitive fields for pilots
- Document data flows and retention

Build & test

- Build an MVP to prove the metric
- Include fallbacks and human-in-the-loop checks
- Test with real inputs and monitor failure modes

Measure & decide

- Collect metrics and compare to baseline
- Decide: iterate, scale, or stop

Handoff & operations

- Create runbooks and monitoring
- Schedule training and assign an owner