**Austin AI Alliance Project Process**

**Part 1: Ideation Stage**

**Step 1: Initial Idea Submission**

* **Action:** Submit an initial idea proposal using a simplified form.
* **Required Information:**
  + **Project Lead:** Name and contact information of the individual proposing the idea.
  + **Proposed Stakeholder:** A company/individual who could back the project or be a customer.
  + **Project Title:** A concise title for the project.
  + **Objective:** Brief description of what the AI aims to achieve.
  + **Potential Impact:** Expected benefits or impact of the project (ROI?).
  + **Feasibility:** A preliminary assessment of the technical and practical feasibility.

**Step 2: Preliminary Review**

* **Action:** Project review working group (committee) conducts an initial assessment of the submitted Idea proposal.
* **Criteria for Review:**
  + Are the fields completed and correct?
  + Alignment with Austin AI Alliance objectives.
  + Potential impact and benefit to the Central Texas area.

**Step 3: Feedback and/or Approval**

* **Action:** Provide feedback to project lead, including required revisions.
  + If all the parts are there they should be approved to move to the next stage.
* **Desired Outcome:** Approved ideas move to the detailed planning stage, as approved by the Board.
* **Board Review:** Board Reviews and either approves or disapproves or approves with contingents
* **If not approved:** Feed back to Submitting Team
  + **Outstanding Action for Working Group:** Check with the Board if there are other things to review.

**Part 2: Detailed Planning and Execution**

**Step 1: Detailed Planning**

* **Action:** Develop a comprehensive project plan.
* **Required Information:**
  + **Detailed Objectives:** Clear and specific goals for the project.
  + **Methodology:** Description of the methods and approaches to be used.
  + **Project Timeline:** Detailed timeline/backlog with key milestones and deadlines.
  + **Resource Requirements:** List of required resources, including funding, tools, and personnel.
  + **Risk Assessment:** Identification of potential risks and mitigation strategies.
  + **Stakeholder Engagement Plan:** Strategy for involving the proposed stakeholder or customer.
* **Initial Go-No Go Expectations:** Expected delivery of the detailed project plan would be within 4-6 weeks after initial approval. Non-Compliance the project is put on the shelf and would start over in ideation stage. With 2 week turn-around on revisions.

**Step 2: Final Go-No Go Review and Approval**

* **Action:** The working group will determine if the project plan is complete and can go to the board.
  + Project review board conducts a thorough evaluation of the detailed plan once approved.
  + **Outstanding Action for Working Group:** Should the Board be approving the plans? Or form to be defined.
* **Outcome:** Final approval or further revision requests. Once approved, the project proceeds to execution.

**Step 3: Project Kickoff**

* **Action:** The project team organizes a kickoff meeting with all stakeholders.
* **Outcome:** Alignment on project goals, timelines, and responsibilities. Assign roles and responsibilities.

**Step 4: Execution and Monitoring**

* **Action:** Begin project execution according to the approved plan.
* **Monitoring:** Implement regular monitoring and evaluation mechanisms to track progress, every 4 weeks in the first working group meeting.
  + **Regular Updates:** Project lead provides regular updates to stakeholders and the review board every 4 weeks. Preferred delivery before the first meeting of the month, 3 days before the meeting..
  + **Milestone Reviews:** Conduct reviews at key milestones to ensure the project is on track.
  + **Go-No Go Expectations:** Projects that do not provide status will be considered non-compliant and will be presented to the Board to be put on the Shelf to start over.
  + **Outstanding Action for Working Group: Connect with the Board if this approach will work for them.**

**Step 5: Completion and Review**

* **Action:** Upon project completion the project creates a final report (one or two pager), the working group will conduct a final review of that report. Determine which report will be presented to the Board.
* **Outcome:** Project will evaluate project outcomes against initial objectives. The project will document lessons learned and best practices for future projects. The working group will determine what Lessons learned are to be given to the Board.

By following this structured process, you can ensure that projects are thoroughly vetted, well-planned, and effectively executed, creating a thriving environment for AI initiatives within the Austin AI Alliance.