

WORKING CHECKLIST

AI project readiness checklist.

Use this worksheet before discovery or procurement. A checked box should mean the item has an owner and supporting evidence - not only that it was discussed.

01	Outcome	What decision, workflow, safety condition, cost, quality measure or user experience should improve?	☐
02	Owner	Who is accountable for the business outcome and who owns the deployed system?	☐
03	Users	Who will use, review, supervise or be affected by the system?	☐
04	Baseline	How is the current process measured, and what evidence defines improvement?	☐
05	Data rights	Do you have lawful access and documented permission to use the required data?	☐
06	Data quality	Is the data representative, labelled where needed, current and free from obvious leakage?	☐
07	Environment	What cameras, sensors, networks, machines, applications and constraints exist?	☐
08	Integration	Which APIs, identity systems, databases or operational tools must connect?	☐
09	Performance	Which metrics, thresholds, error costs and test conditions determine acceptance?	☐
10	Human oversight	Where must a person review, approve, override or investigate an AI output?	☐
11	Risk	What privacy, security, safety, fairness, legal and reputational risks require controls?	☐
12	Deployment	Should processing run in cloud, private cloud, on-premise, edge or hybrid infrastructure?	☐
13	Operations	Who monitors performance, incidents, drift, access, updates and user support?	☐
14	Commercials	What budget range, buying process, contract constraints and target timeline apply?	☐
15	Decision gate	What evidence will justify stopping, iterating or moving into production?	☐

Suggested project brief

Summarize the outcome, affected users, current process, available data, deployment environment, constraints, risks, timeline and decision criteria in one to two pages. Do not send passwords, production data, biometric records or other sensitive information through a general website form.

This checklist is general educational guidance and not legal, privacy, cybersecurity, regulatory or professional advice.