

AI project framing checklist

Run it BEFORE launching. Most AI projects fail on framing, not technology. Tick; what stays empty is your priority work.

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- ☐ **The problem is stated from the business side** — a need and a measurable expected outcome, not "we want AI".
 - ☐ **The value is quantified** — time saved, cost avoided, revenue or quality: a defensible order of magnitude.
 - ☐ **The data exists and is accessible** — quality, volume, usage rights, format.
 - ☐ **Data sensitivity is handled** — GDPR, anonymization, a contracted solution for the confidential.
 - ☐ **The build / buy / adapt trade-off is made** — total cost (incl. run), lead time, dependency, differentiation.
 - ☐ **The AI Act risk level is identified** — and the associated obligations anticipated.
 - ☐ **A success criterion and a test plan are defined** — how will we know it works?
 - ☐ **Adoption is planned** — who uses it, how it's supported, what change management.
 - ☐ **A bounded pilot is framed** — small scope, fixed duration, a go/no-go decision at the end.
 - ☐ **An owner and governance are named** — who decides, who audits, who reports.
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