

## AI Project Success Checklist

### Project Kickoff & Alignment

- Clarify Business Vision & Outcomes:** Align all stakeholders on target objectives and KPIs (CPMAI: Strategy Alignment; CRISP-ML: Business Understanding).
- Define Scope & Roles:** Confirm timelines, resource allocation, and responsibilities.
- Identify Success Metrics:** Establish measurable criteria for success and ROI.

### Data Strategy & Readiness

- Data Inventory & Quality Check:** Assess data availability, consistency, and security (CRISP-ML: Data Understanding).
- Data Preparation Plan:** Outline cleaning, enrichment, and labeling steps (CRISP-ML: Data Preparation).
- Governance & Compliance:** Ensure data usage meets regulatory, ethical, and security standards (CPMAI: Data Governance).

### Model Development

- Modeling Approach & Tools:** Choose algorithms, frameworks, and environments (CRISP-ML: Modeling).
- Baseline & Iteration:** Start with a simple model and iterate to improve performance.
- Document Assumptions:** Keep track of data lineage, model parameters, and known biases (CPMAI: Transparency).

### Iterative Validation & Refinement

- Evaluate Performance:** Test models against key KPIs and validate results with stakeholders (CRISP-ML: Evaluation).
- Feedback Loops:** Involve SMEs and end-users for iterative refinements (CPMAI: Stakeholder Engagement).
- Continuous Improvement:** Adjust features, retrain models, and refine metrics as needed.

### Deployment & Operationalization

- Integration & Scalability:** Embed the model into production workflows and ensure it can scale (CRISP-ML: Deployment).
- Monitoring & Alerts:** Set up dashboards and alerts for model drift, latency, and performance (CPMAI: Monitoring & Maintenance).
- Maintenance Schedule:** Plan periodic retraining and updates.

### Ethics & Compliance

- Bias & Fairness Checks:** Apply bias detection tools and maintain ethical guidelines (CPMAI: Ethical AI).
- Transparency & Explainability:** Communicate how the model works and why decisions were made.

### Knowledge Transfer & Handover

- Train Teams:** Ensure operations, support, and business teams understand how to use the model.
- Document & Archive:** Maintain clear documentation for future reference and regulatory checks.
- Identify Next Opportunities:** Leverage lessons learned to expand AI solutions across the organization.

Keep this checklist handy to guide your AI projects towards measurable, reliable, and ethically sound success!