AI Model Transition Management Document Sample

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Date:	[YYYY-MM-DD]
Prepared by:	[Owner/Team]
Reviewers:	[Names]

1. Purpose

This document defines the process, activities, and roles for managing the transition from the current AI model to the new AI model within [Project/Department/Organization].

2. Scope

The scope of this document includes all procedures, requirements, and communication plans for the AI model transition. It covers model validation, deployment, rollback strategies, and stakeholder coordination.

3. Stakeholders

- AI Development Team
- Operations Team
- Business Owners
- QA/Validation Team
- External Partners (if applicable)

4. Model Transition Plan

1. **Preparation:**
   - Freeze current model codebase and document configuration.
   - Prepare data and environment for new model deployment.

2. **Validation:**
   - Run parallel evaluation with current and new models.
   - Review key metrics (accuracy, latency, fairness, etc.).
   - Obtain sign-off from QA and business stakeholders.

3. **Deployment:**
   - Deploy new model to staging environment.
   - Perform controlled rollout to production (canary or phased).

4. **Monitoring:**
   - Monitor production metrics and error logs.
   - Collect user feedback and validate performance.

5. **Fallback Plan:**

- Defined rollback steps to revert to previous model, if required.
- Communication procedure for stakeholders in case of rollback.

6. **Closure:**
   - Document the outcome and lessons learned.
   - Archive artifacts and update model documentation.

5. Roles and Responsibilities

Role	Responsibility
AI Lead	Oversee the transition process, approve validation, and sign-off deployment.
DevOps Engineer	Manage infrastructure and deployment pipelines.
QA Engineer	Test both models and validate performance.
Business Owner	Confirm business acceptance criteria are met.

6. Communication Plan

Weekly status updates will be sent to all stakeholders. Any critical incidents or rollback actions will be communicated immediately through [preferred channel].

7. Risk Assessment

- Potential performance degradation
- Unforeseen incompatibilities in production
- Lack of user acceptance
- Issues with model explainability or fairness

8. Approval

Name: _____ **Date:** _____

Signature: _____