

Business AI Capability Onboarding Project Plan

Project Overview

This project plan outlines the approach to onboarding AI capabilities within the business, including milestones, responsibilities, and deliverables.

Objectives

- Identify business processes suitable for AI integration
- Establish necessary infrastructure and resources
- Ensure staff are trained on AI tools and workflows
- Deploy and monitor AI solutions

Key Phases & Timeline

Phase	Description	Owner	Timeline
Discovery & Assessment	Analyze business needs, identify AI opportunities	Project Lead	Week 1-2
Solution Design	Define use cases, success metrics, and data requirements	AI Architect	Week 3-4
Infrastructure Setup	Provision necessary technical resources & security	IT Team	Week 5
Pilot Implementation	Integrate AI solution with pilot process	AI Developer	Week 6-7
Training & Adoption	Educate users, document processes, gather feedback	Change Manager	Week 8
Production Rollout	Deploy solution at scale, monitor, and optimize	Ops Manager	Week 9-10

Milestones

- AI Opportunity Assessment Completed
- Use Cases and Requirements Defined
- Technical Environment Ready
- Pilot AI Solution Deployed
- User Training Delivered
- Full Rollout Executed

Risks & Mitigations

- Data Quality:** Implement data validation protocols
- User Resistance:** Conduct early engagement and training
- Integration Issues:** Perform staged testing and feedback loops

Stakeholders

- Project Lead
- AI Architect
- IT Team
- Business Process Owners
- End Users

