

## Annex 3. Project Manager Checklist

The following checklist contains the main tasks and roles of the project manager (decision-maker) throughout the AI lifecycle.

### Planning and design of public policies

- Clearly define the public policy problem to be solved, identifying and quantifying the groups of people who are affected, and determining its impact on the budget. The definition of the problem should be easily understood by an outsider.
- Contact the people in your institution who are in charge of addressing the problem to establish how it is currently done. What information can they provide on how to improve the response system?
- Investigate how other agencies—domestic or foreign—with a similar problem have implemented an AI-based solution. Ideally, contact them to learn about the challenges and difficulties they encountered along the way.
- Discuss with your institution's senior management the priority of solving the problem and gain commitment to the project at the highest level. If you are a senior manager yourself, document how this priority is embodied in the institution's strategic plans.
- Confirm that the technical team checklist for this phase has been completed.

### Lifecycle

#### *Data collection and processing*

- Contextualize the findings of the technical team in the exploratory stage of the data.
- Provide background on the data collection process and the meaning of the variables, connecting the technical team with the people in the organization required for a better understanding of the data.
- Validate the formulation and usefulness of the target variable.
- Make decisions on data imputations or elimination of variables, weighting and recording what is gained versus what is lost (trade-offs).
- Propose improvements to project data governance processes that can contribute to the achievement of objectives and facilitate model implementation.
- Make adjustments to the problem definition, objectives and project implementation plan based on the results of this stage.
- Confirm that the technical team checklist for this phase has been completed

**Model building and validation**

- Evaluate the model with metrics that not only consider efficiency and effectiveness, but also equity.
- Decide on the model to implement taking into account the human and financial resources available in the institution.
- Understand the limitations of the model and adjust the project implementation plan according to the results of this stage.
- Confirm that the technical team checklist for this phase has been completed.

**Deployment and monitoring**

- Ensure the training of public servants who interact with the AI model so that the tool is sustainable over time.
- Develop a user manual focused on the public servants who will interact with the model.
- Establish feedback mechanisms for people interacting with the model.
- Design and implement simple administrative processes to correct those errors present in the model that affect users.
- Establish automated, or at least periodic, model monitoring systems.
- Maintain a record of model results, taking into account access and security restrictions.
- Implement necessary improvements to the model and process from monitoring and evaluation findings.
- Allocate the necessary resources to maintain the tool over time.
- Confirm that the technical team checklist for this phase has been completed.

**Accountability**

- Create permanent and updated communication mechanisms on the functioning of the AI system, using clear language.
- Provide periodic accountability for the monitoring and impacts of the system.
- Establish an appropriate response system to handle individual requests for results from the application of the AI system.
- Confirm that the technical team checklist for this phase has been completed.