

AI Business Case Template

This template is designed to help you build a business case for AI within your organization. Each section provides guidance on key aspects to consider, enabling you to outline the project's purpose, deliverables, and practical impact.

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Project Name

Provide a concise name that reflects the purpose of the AI project.

Project Co-Leads

List the main individuals responsible for leading the project and their roles.

Project Sponsor

Identify the project sponsor, typically a senior leader or decision-maker.

Project Collaborators

List key collaborators or departments involved in the project.

Project Purpose

Describe the primary goal of the AI initiative, focusing on its expected benefits to the organization or team.

The Need

Briefly summarize the specific challenges or needs this project addresses within the organization.

Use Cases

Provide a few examples of real-world applications for the AI solution within your organization. Focus on practical benefits and functions.

Deliverables

List the key outcomes or products expected from this project, such as tools, training materials, or documentation.

Benefits

Outline the anticipated benefits of implementing the AI solution, emphasizing productivity, efficiency, and strategic advantages.

Scope

Define what is included in the project (In Scope) and explicitly mention any exclusions (Out of Scope) to clarify project boundaries.

Risks and Mitigation

Identify potential risks and outline measures to mitigate each risk, focusing on compliance, security, and adoption challenges.

Core Project Team

List the key team members, their roles, and their areas of expertise that are essential for the project's success.

Applied or Practical Use

Describe how the AI solution will support staff or team members in their daily responsibilities, both short-term and long-term.

Budget Impact

Provide an overview of expected costs associated with the project, including personnel and operational expenses.

Objectives and Key Results (OKRs)

Set clear objectives and measurable key results to track the project's progress and ensure alignment with organizational goals.

Implementation Timeline

Present a high-level timeline, including major phases and milestones. Specify any expected access or functionality changes over time.