

## AI in RA Implementation Plan Template

This template is designed to guide research administrators in planning an AI implementation within their operations. Each section below includes the required information and roles to effectively manage the process and ensure organizational alignment.

Developed by: Lisa Wilson, Sr. Director, Strategic Operations & Training, Emory University  
Email: lisa.wilson@emory.edu

### Title

Provide a clear, descriptive title for each task or phase in the AI implementation plan.

### Owner

Specify the primary person responsible for overseeing and completing this task.

### Resource

List any resources required to complete the task (e.g., team members, software tools).

### Task/Action Item

Enter the action items grouped by type in chronological order.

### % Complete

Enter the current completion percentage for the task (0-100%).

### Start Date

Enter the start date for when the task will begin.

### Target Date

Enter the target date for when the task is expected to be completed.

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### **Complete Date**

If applicable, enter the date the task was fully completed.

### **Priority**

Set the task's priority level (e.g., High, Medium, Low) to guide task urgency.

### **Status**

Provide the current status of the task (e.g., Open, In Progress, Completed).

### **Milestone**

Mark if this task is a significant milestone by entering 'Yes' or 'No.'

### **Duration**

Specify the estimated or actual duration of the task (e.g., 1 day, 3 weeks).

### **Team Milestone**

Mark any significant team-wide milestones, if applicable, to indicate team progress.

### **Active?**

Indicate if this task is active by entering 'Yes' or 'No'.