

Pilot agreement

Agree this before the pilot starts, with the team that will run the tool, the infrastructure team and whoever reviews security and compliance.

Use case

Pilot lead

Start date

1 Who will run it in production

Team

Contact

Where the tool will run

Infrastructure requirements agreed on

2 Real data and real access

Data and systems the tool needs

☐ Security review done

☐ Compliance review done, including sending data to the AI provider

Keys and passwords stored in

3 Test cases and a pass mark

Start with the 20 rated outputs from the process baseline and add the difficult cases from the fit assessment.

Number of test cases

Pass mark

Mistakes that are unacceptable whatever the score

4 When it gets something wrong

Who reviews outputs

How users report errors

Who fixes them

What the tool may not do without approval

5 Cost per item at full volume

MODEL	HOSTING	CHECKING TIME	TOTAL PER ITEM	TODAY'S COST PER ITEM

6 Running alongside the current process

Split rule, so each item is handled once

☐ The work can't be split. The tool writes drafts that nobody sends.

7 When the pilot ends

What we need to know to decide

Checkpoints

Production if

Change and run again if

Stop if

Agreed by

ROLE

NAME

DATE

Business owner

Team that runs it

Infrastructure

Security and compliance
