



DOWNLOADABLE TEMPLATE

IMPLEMENTATION

AI Project Initiation Template

Define an AI initiative's purpose, scope, ownership, stakeholders, dependencies, governance requirements, risks and measures of success from the outset.

AI Project Initiation Template

This template gives an AI initiative a clean, well-governed start — establishing scope, ownership and the governance steps required before delivery gets underway, so problems are caught at initiation rather than at go-live.

1 Project Overview

Capture the basic facts of the initiative before anything else.

PROJECT NAME	EXECUTIVE SPONSOR
<div></div>	<div></div>
SENIOR RESPONSIBLE OWNER	TARGET START / COMPLETION DATES
<div></div>	<div></div>

2 Purpose & Scope

Be explicit about what is, and is not, included. Scope creep is one of the most common causes of AI project failure, and a clear boundary set at initiation is the cheapest way to prevent it.

IN SCOPE	OUT OF SCOPE
<div></div>	<div></div>

3 Stakeholders & RACI

Identify who is Responsible, Accountable, Consulted and Informed for this initiative.

STAKEHOLDER	ROLE	R / A / C / I

4 Governance Requirements Checklist

Confirm which governance steps apply to this initiative before work begins, so approvals are not discovered as blockers later in delivery.

- ☐ Use case logged in the AI use case register / prioritisation process
- ☐ Business case completed and approved
- ☐ AI Risk Assessment completed (required for Limited-risk systems and above)
- ☐ AI Impact Assessment completed (required for High-risk systems)
- ☐ AI Governance Committee approval obtained, where required
- ☐ Inventory entry created ahead of deployment

5 Dependencies

List anything this initiative depends on to proceed — other projects, data availability, third-party contracts, infrastructure, or specialist resource.

DEPENDENCIES

6 Success Measures

Define what success looks like in terms that can actually be measured after go-live, not only aspirational language.

MEASURE	BASELINE	TARGET	MEASUREMENT METHOD

7 Key Risks at Initiation

Capture the risks visible at this early stage. A fuller assessment should follow via the AI Risk Assessment Template as the initiative progresses.

RISK	LIKELIHOOD	IMPACT	OWNER

8 Resourcing & Budget Summary

INDICATIVE BUDGET

KEY RESOURCE REQUIREMENTS

9 Milestone Plan

MILESTONE	TARGET DATE	OWNER

10 Approval to Proceed

ROLE	NAME	DATE	SIGNATURE
Executive Sponsor			
Senior Responsible Owner			



Need help putting this into practice?

INTAI works with organisations to design, implement and assure practical AI governance — from first strategy through to ongoing risk management and regulatory readiness. If you would like support applying this template to your organisation, our team is glad to help.

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