Agency Name:

Project Title:

Project Owner:

1. Use Case Overview

Provide a plain language summary of the AI use case, including who it serves and the primary objective

1. Business Need & Success Metrics

Describe the business challenge this addresses. How will success be measured?

1. Data Inputs and Ownership

What data will be used? Who owns the data? What security/privacy classifications apply?

1. Model Type & Technical Architecture

Briefly describe the kind of AI/ML being considered (e.g., LLM, classification model). Include expected input/output format, system.

1. Human-in-the-loop and explainability

Will humans review, override, or audit the model’s output? How will decisions be explained to end users?

1. Potential Harms, Bias, or Safety Concerns

What risks (e.g., fairness, misinformation, misclassification, over-reliance,) have been identified? How will they be mitigated?

1. Deployment and Monitoring Plan

Describe how the system will be deployed and how performance, drift, and incidents will be monitored.

1. Stakeholder and End-User Involvement

Which stakeholders or citizen/user groups will be engaged in design, testing, and review?

Date Submitted:

Submitted By: