

AI: Getting Started Guide

5 things you need to do *before* you deploy AI:

1. Develop your AI strategy
2. Implement AI governance:
 - a. AI Policy
 - b. AI Standard
 - c. AI procedures (development, validation, etc)
 - d. AI roles & responsibilities
3. Implement AI risk management:
 - a. AI asset register
 - b. Risk assessment procedure
 - c. Development procedure
 - d. Validation procedure
 - e. Operating procedure
 - f. Monitoring procedure; performance, risks and controls
 - g. Incident management procedure
4. Align your organisational structure and operating model to your AI strategy, governance and risk management
5. Communicate your AI strategy and educate your people on AI use, governance and risk management

AI management system, in summary:

Component	Content	Responsibility
Strategy	<ul style="list-style-type: none"> ▪ Statement of strategic objectives ▪ High-level strategic plan 	<ul style="list-style-type: none"> ▪ Owned by Head of AI ▪ Approved by Board
Policy	<ul style="list-style-type: none"> ▪ Principles ▪ Obligations ▪ Roles & responsibilities 	<ul style="list-style-type: none"> ▪ Owned by Head of AI ▪ Approved by Board
Standard	<ul style="list-style-type: none"> ▪ Minimum requirements 	<ul style="list-style-type: none"> ▪ Owned by Head of AI ▪ Approved by Board
Register	<ul style="list-style-type: none"> ▪ Asset name ▪ Asset type ▪ Asset tier ▪ Asset status ▪ Asset owner ▪ Asset risk assessment 	<ul style="list-style-type: none"> ▪ Owned by Head of AI ▪ Populated by AI asset owner
Procedure: Risk Assessment	<ul style="list-style-type: none"> ▪ Tiering ▪ Risk types ▪ Inherent risk frequency ▪ Inherent risk severity ▪ Inherent risk rating ▪ Controls ▪ Residual risk frequency ▪ Residual risk severity ▪ Residual risk rating 	<ul style="list-style-type: none"> ▪ Owned by Head of AI
Procedure: Development	<ul style="list-style-type: none"> ▪ Purpose ▪ Development data ▪ Methodology / Process ▪ Assumptions ▪ Testing ▪ Limitations ▪ Documentation 	<ul style="list-style-type: none"> ▪ Owned by Head of AI Development ▪ Approved by Head of AI
Procedure: Validation	<ul style="list-style-type: none"> ▪ Conceptual soundness ▪ Development data ▪ Findings and conclusion / recommendation 	<ul style="list-style-type: none"> ▪ Owned by head of AI Validation ▪ Approved by Head of AI
Procedure: Operating	<ul style="list-style-type: none"> ▪ Intended use ▪ Restrictions on use 	<ul style="list-style-type: none"> ▪ Owned by AI asset owner ▪ Approved by Head of AI
Procedure: Monitoring	<ul style="list-style-type: none"> ▪ Monitoring frequency ▪ Measures ▪ Thresholds and predefined actions 	<ul style="list-style-type: none"> ▪ Owned by AI asset owner ▪ Approved by Head of AI
Procedure: Incident management	<ul style="list-style-type: none"> ▪ Incident identification ▪ Incident recording ▪ Incident management 	<ul style="list-style-type: none"> ▪ Owned by Head of AI
Independent review	<ul style="list-style-type: none"> ▪ Effectiveness of AI management system 	<ul style="list-style-type: none"> ▪ Owned by Internal Audit ▪ Reviewed by Board