

Appendix G: Implementation Planning and Memorandum Template

Core Planning Elements

1. Implementation Timeline

- + Define clear milestones and target dates
- + Build in adequate time for each phase
- + Account for pilot program duration (minimum 6 months for Substantial-Risk Systems)
- + Include buffer time for addressing issues discovered during pilot

2. Implementation Team and Roles

- + Designate Implementation Lead with clear authority and accountability
- + Assign specific responsibilities for:
 - o Technical integration and system administration
 - o User training and support
 - o Performance monitoring and evaluation
 - o Community engagement (for Substantial-Risk Systems)
 - o Legal and compliance oversight
- + Establish clear escalation paths for issues

3. Technical Integration

- + Plan integration with existing systems and workflows
- + Identify and address technical dependencies
- + Establish testing protocols
- + Define rollback procedures for use if issues arise
- + Ensure IT infrastructure can support the system

4. Change Management

- + Develop communication plan for stakeholders
- + Address staff concerns and resistance
- + Build organizational buy-in through engagement

Implementation Memorandum

Use the following template to help ensure that system implementation aligns with the expectations established by this framework and that responsibilities are assigned for the process.

TO:

FROM:

DATE:

RE:

SYSTEM OVERVIEW

System Name: _____

Vendor/Developer: _____

Classification Summary: _____

Risk Level: _____

Opportunity Level: _____

Implementation Type: _____

IMPLEMENTATION TIMELINE

Milestone

Procurement Complete _____

Vendor Onboarding _____

Pilot Program Start _____

Pilot Program End _____

Full Deployment Decision _____

Full Deployment (if approved) _____

PILOT PROGRAM DESIGN

Duration and Scope

Pilot Duration: _____

Pilot Participants/Departments: _____

Pilot Design and Methodology

Describe the pilot program structure, including which departments or units will participate, how the system will be deployed, what processes or decisions it will support, and how it will be integrated with existing workflows. Include any limitations or constraints on pilot usage.

Success Criteria and Metrics

Define specific, measurable criteria for evaluating pilot success. Include both quantitative metrics (e.g., accuracy rates, time savings, error reduction) and qualitative measures (e.g., user satisfaction, fairness assessments, integration effectiveness).

Data Collection and Evaluation Plan

Describe how data will be collected, analyzed, and reported throughout the pilot. Include evaluation points, reporting frequency, and decision-making criteria for proceeding to full deployment.

SAFEGUARDS AND RISK MITIGATION

Human Oversight Framework

Detail the human oversight model, including who will review AI-generated outputs or recommendations and at what frequency; what authority humans retain; and how human judgment will be documented. Specify whether human review is required before action or can occur after.

Bias Monitoring and Fairness Assessment

Describe procedures for monitoring and addressing potential bias, including what metrics will be tracked, how often assessments will occur, what thresholds trigger intervention, and how disparate impacts will be identified and corrected.

Security and Privacy Protections

Outline data security measures, privacy protections, access controls, and compliance with relevant regulations.

Contingency and Rollback Procedures

Describe conditions under which the system would be suspended or terminated, as well as the procedures for safe system deactivation.

ACCOUNTABILITY STRUCTURE

Decision Authority and Approval Chain

Primary Decision Authority: _____

Approval Required From: _____

Escalation Path for Issues: _____

Oversight Responsibility

Day-to-Day Oversight: _____

Technical Oversight: _____

Compliance Oversight: _____

Community and Stakeholder Engagement

Describe how affected communities, employees, or other stakeholders will be informed, consulted, and involved in the implementation. Include plans for transparency, feedback mechanisms, and ongoing communication.

RESOURCE REQUIREMENTS

Budget

Estimated Costs: \$ _____

Source of Funding: _____

Personnel

Staff Time Required: _____

Training Needs: _____

Technical Infrastructure

IT Support Required: _____

Integration Requirements: _____

NEXT STEPS AND APPROVALS

Immediate Next Actions:

Required Approvals: _____

Expected Implementation Start Date: _____

Implementation Lead Signature: _____ **Date:** _____

Approving Authority Lead Signature: _____ **Date:** _____