

AI Implementation Evaluation Checklist

A buyer-facing checklist for reviewing whether an AI workflow is ready for launch, handoff, or a scoped implementation engagement.

Use this checklist before launch or as a scoping aid for the **AI implementation and integration** path. A weak score usually means the workflow needs clearer sources, controls, evaluation, or handoff.

Workflow definition

☐	The workflow has a named owner, users, and decision points.	Notes: _____
☐	The desired output is specific enough to review and approve.	Notes: _____
☐	Out-of-scope tasks and failure paths are written down.	Notes: _____

Systems and data

☐	Approved sources, excluded sources, and source-of-truth systems are defined.	Notes: _____
☐	The workflow's read/write boundaries are explicit.	Notes: _____
☐	Access roles map to real users or teams.	Notes: _____

Controls and review

☐	A human review step exists where the business or risk impact is material.	Notes: _____
☐	Escalation behavior is defined for low-confidence, missing-data, or policy conflicts.	Notes: _____
☐	Logging captures enough evidence to explain outputs later.	Notes: _____

Evaluation and launch readiness

■	Representative golden cases exist for the workflow.	Notes: _____
■	Pass or fail criteria are defined before launch.	Notes: _____
■	Prompt, retrieval, tool, and integration changes can be re-checked against the same baseline.	Notes: _____

Handoff and operations

■	The client team receives a runbook and support notes.	Notes: _____
■	Known limitations and deferred decisions are documented.	Notes: _____
■	The post-launch owner knows how to request changes without losing the control path.	Notes: _____

Scoring guide

0-7 checked: the workflow is still in discovery and likely needs stronger scope definition before build work.

8-11 checked: the workflow is implementation-ready but still needs some control, evaluation, or handoff cleanup.

12-15 checked: the workflow has enough structure for a scoped build and a credible launch review.

Next step: if the checklist exposes gaps in workflow mapping, system boundaries, evaluation, or handoff, use </ai-implementation-integration.html> to scope the implementation path before launch.