

AI pilot acceptance checklist

A structure for deciding whether to scale, revise, prepare data further or stop the initiative.

1. Reproducibility

- ☐ Model, prompt, rule and source versions are recorded
- ☐ The control set is separate from development examples
- ☐ Results can be repeated in the agreed environment
- ☐ Dependencies and unavailability conditions are known

2. Quality

- ☐ Acceptance criteria were agreed before evaluation
- ☐ Results include more than selected best cases
- ☐ Error types and consequences are documented
- ☐ Situations requiring human review are defined

3. Security and operation

- ☐ Roles and least-privilege access are verified
- ☐ Requests, outputs and actions are logged
- ☐ A shutdown and return-to-process procedure exists
- ☐ Solution ownership and change control are defined

4. Management decision

What the pilot demonstrated

What remains unproven

Risks and prerequisites for scale

Decision: scale / revise / prepare data / stop
Owner of the next step

A pilot is not a production system. Operational reliability, support and security requirements are planned separately.