AI and project management

Manage AI Implementation Projects

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Intro

The approach to become more efficient using AI, must be be structured.

It's recommended to start easy, by just exploring , listen to inspirational lectures and test AI tools on rudimentary tasks. When it's time to actually get started it's important to figure out where you can gain value, set up a plan and strategy and perform limited pilot-project, so you are not spending resources on the wrong thing.

The actual implementation needs to be controlled and monitored throughout the entire phase, in order to stop and re-plan if there are any exceptions. Once the implementation is completed it needs to be followed up, to secure that the solution is fit-for-purpose , if not deviations needs to be managed. Given that AI new technology it's important to continue to stay ahead even when AI is implemented.
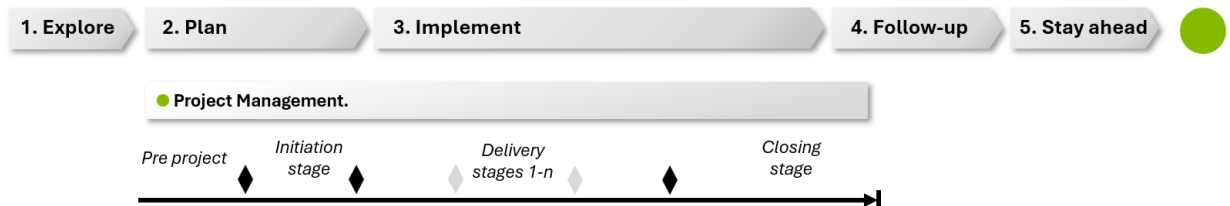
AI Model.

| 1. Explore | 2. Plan | 3. Implement | 4. Follow-up | 5. Stay ahead |

More efficient with AI.

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Project management in the AI model

Project management is essential when it comes to implementing AI. The project has a clear start and fixed end-point; it expands over the Plan, Implement and (to some extent the) Follow-up phases in the AI Implementation model.

| 1. Explore | 2. Plan | 3. Implement | 4. Follow-up | 5. Stay ahead |

● **Project Management.**

| Pre project | *Initiation stage* | *Delivery stages 1-n* | | *Closing stage* |

The actual project is divided into stages. The first stages are about planning and the last closing stage is about following up and handing over the project. Depending on the planning horizon and risk appetite, there can be multiple delivery stages.

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Project Processes
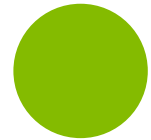
There are three levels in a project:

- **Direct** – Directs the overall project.
- **Manage** – Managing and controlling the project.
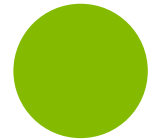- **Deliver** – Produces deliverables in the project.
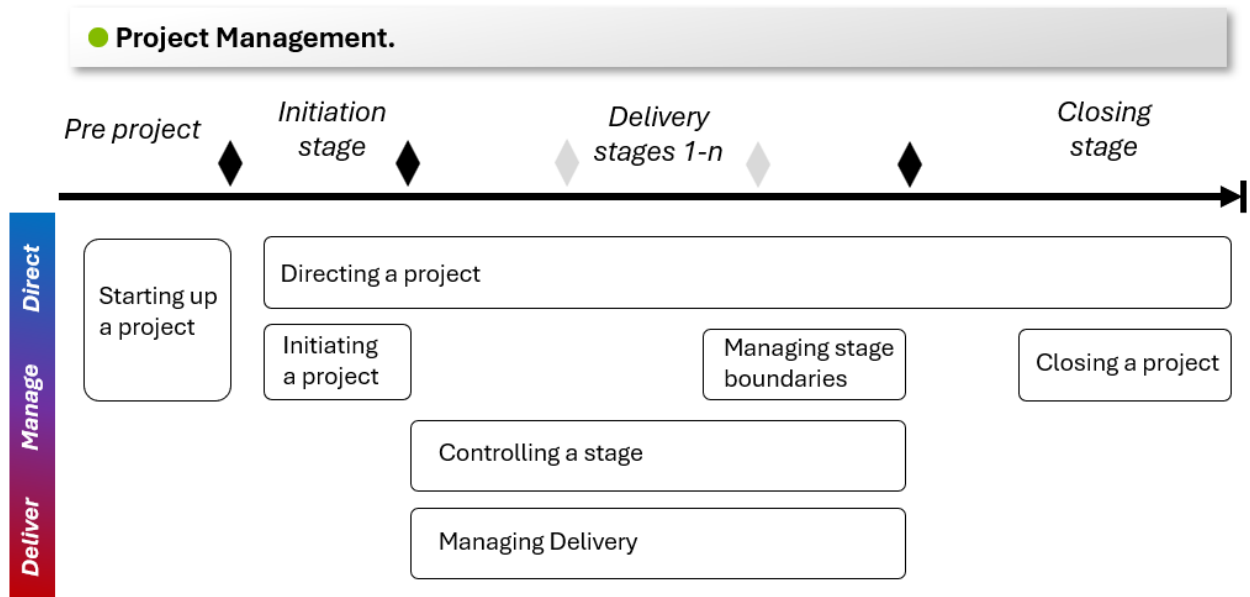
Each stage of a project have defined processes for each level.

- Starting up a project – ensure that project to be is viable and worthwhile.
- Directing a project – overall control by project board.
- Initiating a project – establish the foundation for the project.
- Controlling a stage – assign work to be done and manage issues.
- Managing Delivery – control of the deliverables.
- Managing stage boundaries – review current stage and prepare for next stage.
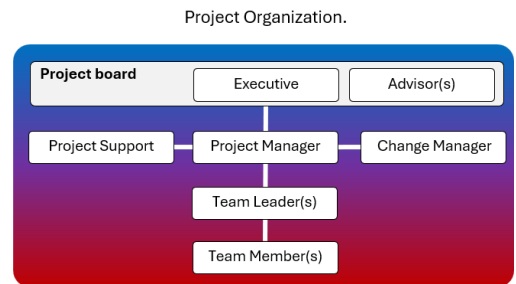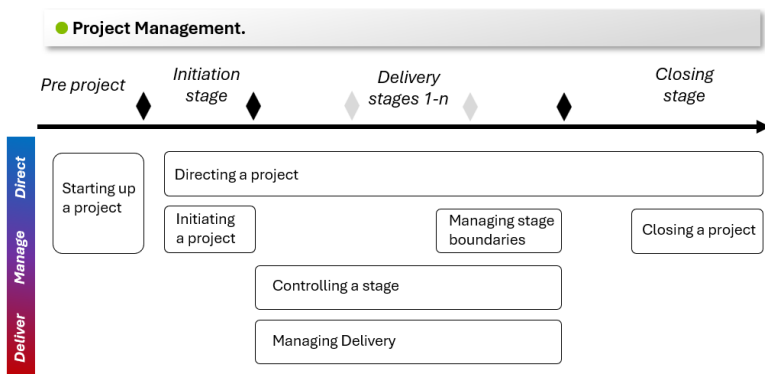- Closing a project – confirm acceptance of project products.

There are tool for all activities in each process, see separate page.

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Project Organization

The organization is directly link to the levels of a project:

- **Direct** – Project Board.
- **Manage** – Project and Change Manager, together with other project support functions and Team Leader(s).
- **Deliver** – Team Member(s) producing deliverables.

● **Project Management.**

	Pre project	Initiation stage	Delivery stages 1-n	Closing stage

Direct

Starting up a project

Directing a project

Manage

Initiating a project

Managing stage boundaries

Closing a project

Controlling a stage

Managing Delivery

Deliver

Project Organization.

Project board

Executive	Advisor(s)

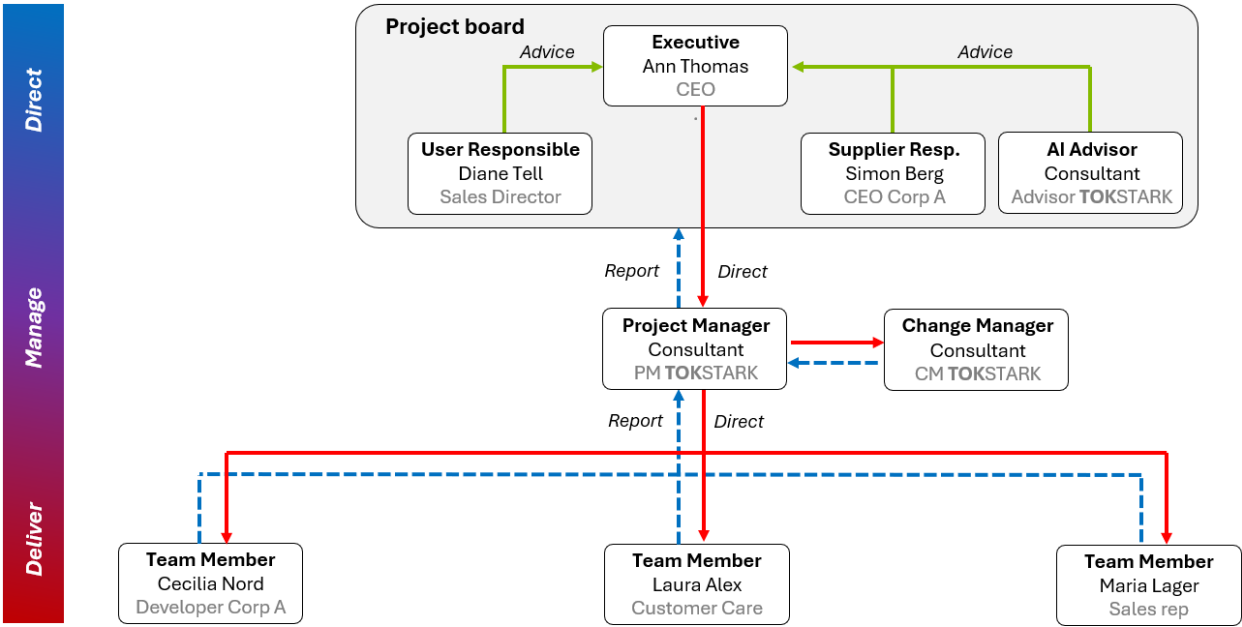| Project Support	Project Manager	Change Manager

Team Leader(s)

Team Member(s)

Small Organization Setup

The Chart

The organization chart of a project must be easy understand. All paths to direct, report and advice must be clear. If there are any groups, such as a project board, it should be easy to determine who belongs there.

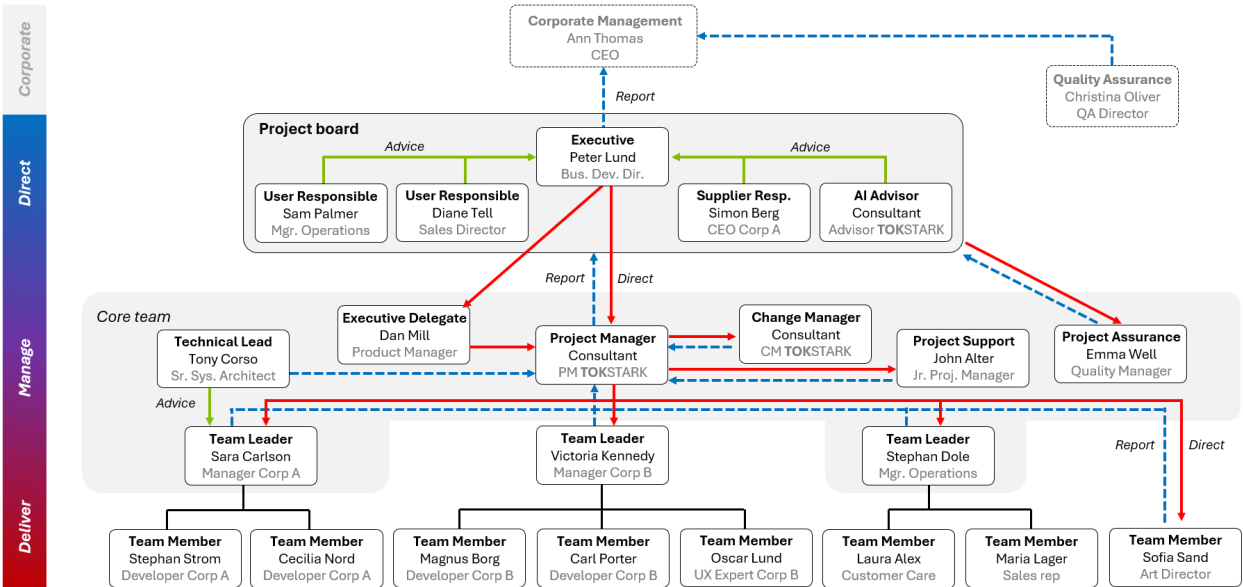## Roles and Responsibility

The organization's roles and responsibility shall be defined and accepted by all in the project.

Role	Responsibility
Executive	Ultimate accountable for the project. Directs the project manager. Reports to corporate management.
User Responsible	Make sure that the project will meet the needs of the users and that the benefits will be fulfilled.
Supplier Responsible	Make sure that the right resources are in place at the right time in the project. This role could be an external supplier.
AI Advisor	Advice the project in the effective use of AI technologies by providing strategic insights, evaluating solutions, and ensuring that AI initiatives align with business goals and ethical standards.
Project manager	Managing the project on a day-to-day basis. Directs the team leaders. Reports to project board.
Change manager	Leads change management within the project by planning communication, supporting stakeholders, and ensuring user adoption. Support core team. Reports to project manager.
Team member(s)	Responsible for delivering agreed deliverables. Reports to team leader (or directly to project manager if no team leader is used).

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Large Organization Setup

Role	Responsibility
Corporate Management	*Not part of project. Is informed by executive.*
Quality Assurance	*Not part of project. Assures that the project adhere to corporate standards. Reports to Corporate management.*
Executive	Ultimate accountable for the project. Directs the project manager. Reports to corporate management.
User Responsible	Make sure that the project will meet the needs of the users and that the benefits will be fulfilled.
Supplier Responsible	Make sure that the right resources are in place at the right time in the project. This role could be an external supplier.
AI Advisor	Advice the project in the effective use of AI technologies by providing strategic insights, evaluating solutions, and ensuring that AI initiatives align with business goals and ethical standards.
Executive Delegate	The executive's stand-in for decision making on an agreed level of changes (usually changes with small impact on time, cost and quality). Directs the Project manager.
Project Manager	Managing the project on a day-to-day basis. Directs the team leaders (and project support). Reports to project board.
Change Manager	Leads change management within the project by planning communication, supporting stakeholders, and ensuring user adoption. Support core team. Reports to project manager.
Project Assurance	Assures that the project is managed according to the project board instructions. Is independent from the project manager. Reports to project board.
Project Support	Performs administrative tasks and activities. Could also serve as the project managers stand-in on agreed tasks. Reports to project manager.
Technical Lead	Advice the team leaders in technical matter. Make sure that the technical framework fulfils the corporate's technical road-map. Reports to project manager.
Team leader(s)	Responsible for delivering agreed deliverables. Manage groups of team members. Reports to project manager.
Team member(s)	Responsible for delivering agreed deliverables. Reports to team leader (or directly to project manager if no team leader is used).

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Project Management Tools

For each project process there are tools available. Tools are plans, registers, organization charts, business cases etc. in different formats, it can be as simple as a word document but also more complex resource management systems. It's important to use a format that the entire organization can understand and make use of.

The tools presented to the right is a "toolbox" that can manage large and complex projects (and of course chose applicable for a smaller project).

Project Management Tools

- Benefits Management Approach
- Business Case
- Change Control Approach
- Checkpoint Report
- Communication Management Approach
- End Project Report
- End Stage Report
- Exception Report
- Highlight Report
- Lessons Report
- Plan (Project Plan, Stage Plan, Team Plan)
- Product Description
- Project Brief
- Project Initiation Documentation
- Quality Management Approach
- Risk Register
- Work Package

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Base you project on:
- **Stages**
- **Levels**
- **Processes**
- **Tools**

Conclusion

When implementing AI you shall have a structured approach to assure the benefits. The best way to structure it is by using project management. There are stages in a project and different levels, which are directly linked. Each process in the project have clear activities and tools that can be utilized. Base you project on those and customize it depending on the size and complexity.

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About **TOK**STARK●

When you want to increase your efficiency, TOKSTARK supports you with AI advantage.

We provide services with the goal of making you more efficient with AI..

Our goal is to be proud of what we achieve together while enjoying the process. We exist because we are a trustworthy partner committed to our partners success while being easy to collaborate with.

Skills & Education

AI

Project & Change mgmt.

Business Development
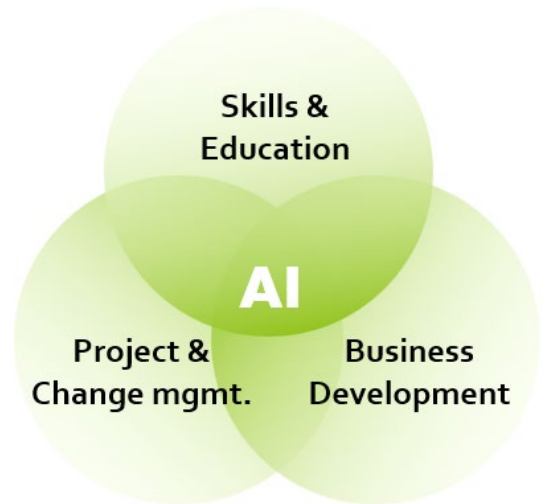
Team **TOK**STARK.

Daniel Karlsson PhD
Sr AI Advisor

Experienced project leader with passion to empowering individuals and organizations to achieve their objectives through the pillars of transparency, efficiency, and trust. With a robust background in the life sciences-, technical-, and IT sectors, Daniels career spans various roles within companies of different sizes and stages of their development journey.

Carin Östling MPH
Sr AI Transformation Strategist

As a leader in change, I strive to make every step toward the goal both inspiring and meaningful. I am humble and driven, with a strong passion for leading through change processes and developing both organizations and people. My focus is on creating the best conditions for success and ensuring that deliveries maintain high quality and long-term sustainability.

Martin Tilly MSc & BBA
Sr Project Leader

Described as a hardworking and result-driven person, with a strong track record of managing several strategic corporate projects at international companies. Martin loves to deliver result through inspiring others to join up towards a common goal.

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