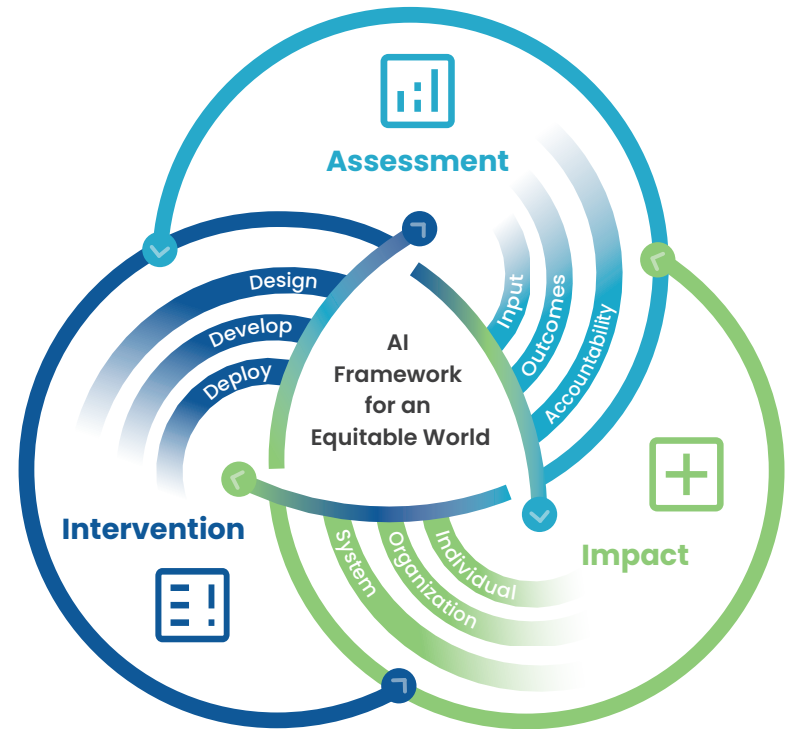# Equitable AI Project Planning

The Artificial Intelligence Framework for an Equitable World is designed to honor the complexity of using or building AI technologies in support of missions, movements, and community goals. Despite the complexity of our world and technologies, the framework is a practical and actionable tool for navigating decision-making, planning, and project evaluation. This worksheet helps you surface considerations across the framework to support you in any type or phase of AI project.

GROUNDING

Start by noting the following focus areas to keep them centered and prioritized in your considerations.

Organization's mission:

Staff priorities:

Community priorities:

Project Overview

What project, decision, or evaluation are you focused on? Use this worksheet to evaluate each goal within your overall organizational AI use policy. Fill out those boxes that are relevant to your project at this stage.

What is the specific project or decision that you are exploring today? Focus on a single goal and not the technologies or products. (For example, "How might we use generative AI tools to support our communications staff with content creation?" and not "How can we adopt ChatGPT?").

What budget may be available for this project? What budget impacts may influence the outcome?

Who will be involved in the project and how? Remember that all those impacted by a project, decision, or investment should have valuable involvement before it is finalized.

What are the deadlines, important dates, or other timing considerations that may impact your project and/or the involvement of others in it?

Assessment

What questions do you or your project team have about the inputs, outputs, and accountability options for your project? Here are a few to get you started.

What limitations on data or content inputs do we need to have in place?

What is our process for adequate disclosure to the community of our project's data or content use, and ways they can opt-out as appropriate?

What practices or policies do we need to implement to keep a human involved in the full review of all outputs?

Your questions:

Impact

What questions do you or your project team have about the individuals, the organization, or the full sector or system impacted by your project? Here are a few to get you started.

How will you ensure that people with a diversity of perspectives, lived experiences, accessibility needs, and technical skills are engaged meaningfully in the project?

Who else is working on a similar project in our mission-area, sector, or across the system that we could collaborate with?

What training needs to be invested in for the full organization to support staff contributing to the project and adopting the tool?

Your questions:

Intervention

What questions do you or your project team have about the intervention layers of design, develop, and deploy for your project? Here are a few to get you started.

How will we design a project process that is inclusive and accessible to our team and our community?

How will we resource our project both with financial and staffing investments for the long-term, recognizing that our project will require continued testing and refinement?

What practices or policies will we need to develop that our organization hasn't used before?

Your questions:

Intersections

This framework prompts powerful questions at the intersections around and across the three layers. Here are some example questions that may be relevant for your project and help demonstrate how you can continue to use the framework layers to generate more intersectional questions on your own

Where can we design or expand policies to evaluate if inputs and outcomes align with our goals?

Where can we collaborate with other organizations or people to test ways to improve our outcomes by combining our inputs for more inclusive data?

How can we communicate accountability steps for both organizations and individuals in our community?

Where can we design or expand policies to do this project in alignment with our communities' expectations for _ _ _ _ _ _ _ (for example, data privacy)?

How can we report what we are learning to influence the whole sector or system we are part of?

How can we engage folks across the whole system (outside of our mission area or geography, for example) to better assess our outcomes and strengthen the tools we develop?