



Suhas Bhairav

AI Project Kickoff Brief Builder

A practical starter template to launch AI-driven PM projects confidently.

A practical, modular blueprint to define AI-enabled PM outcomes, roles, and governance.

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Define Outcomes, Scope, and Success

Begin with business outcomes and project boundaries. Translate them into AI-enabled tasks, decision points, and measurable success.

Key move Draft a one-page outcomes map before building automations.

PRACTICAL CHECKLIST

- 01** Map each outcome to specific automations (e.g., status updates, risk flagging, task routing).
- 02** Clarify what will be automated vs. require human review.
- 03** Identify required data: sources, access, quality, sampling, retention, and privacy considerations.
- 04** List tools and platforms: PM software, automation scripts, AI assistants, and integration layers.
- 05** Define governance touches: who approves automations, change control, and documentation standards.
- 06** Capture dependencies and milestones: critical path, external data, vendor constraints, and integration points.
- 07** Risks and guardrails: identify potential failures and preventive controls.

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Roles, Approvals, and Workflows

Define owners for each automation, decision authority, and change-control process. Document runbooks and escalation paths.

Key move Publish approvals backlog and decision log before production.

PRACTICAL CHECKLIST

- 01** RACI for automations: who is Responsible, Accountable, Consulted, and Informed.
- 02** Change gates: require review at milestones before progression.
- 03** Decision log: capture who decided what and why.
- 04** Data access and privacy: least privilege and auditing.
- 05** Quality gates: validation checks for automation outputs.
- 06** Runbooks and playbooks: standard procedures for incidents.
- 07** Ownership map: assign owners for each artifact and decision point.

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Adoption Plan, Milestones, and Metrics

Plan weekly increments; start with a tiny pilot and expand. Measure adoption, automation impact, and risk signals.

Key move Establish a weekly governance cadence and a simple KPI dashboard.

PRACTICAL CHECKLIST

- 01** Weekly sprints: block time for design, build, test, review.
- 02** Pilot criteria: success metrics, scope limits, and go/no-go criteria.
- 03** Data quality checks: monitor freshness, accuracy, and completeness.
- 04** Runbooks: document steps to recreate automations and handle failures.
- 05** Change management: prepare teams for new workflows and AI helpers.
- 06** KPIs: track automation time saved, error reduction, cycle time changes.
- 07** Governance reviews: monthly checks on scope, data, and risk.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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