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The Implementation Plan summarises how your initiative or project will lead to a positive impact. It describes the basic steps and helps identify what you need to measure to demonstrate changes.

## What is your priority in this cycle?

The Impact Navigator Survey helps identify dimensions for action.

Given the results and organisational needs, what are your company’s biggest opportunities or needs? Where can smaller actions lead to big changes? Summarise in this section a set of priorities or aims that you will address through your action plans.

For example:

*We will upskill our non‑technical staff through internal AI workforce development programs*.

## What are you planning to do?

The next part is to break down your priorities into a set of steps.

This helps summarise how you will address the priority in a short and snappy way.

For example:

* Undertake an internal capacity assessment of non‑technical staff existing knowledge and skills
* Design and implement capacity building program for non‑technical staff
* Identify and support non‑technical staff to take up opportunities to apply learning

## What do you think will change?

Consider the ‘**so what**’ that is produced because of what you undertook.

This goes beyond outputs, and instead is focused on the changes that occur for people that were involved.

Try to align your changes to the relevant parts of the Guiding Framework.

For example:

*Improved understanding of AI systems by non‑technical staff helps them recognise and address ethical issues, such as bias and privacy concerns. This helps promotes the responsible use of AI in the company, ensuring that our AI systems are fair and transparent.*

## How will you know if it worked?

Think of this section like what you need to collect to ‘prove’ that what you have outlined in the previous sections was undertaken, and the expected changes occurred. Try to think of it as a mixture of information reflecting quantitative and qualitative data.

For example:

* You might survey staff that participated in the program to understand how much they feel they learned, and then ask them what was the most useful thing that they learned.

Write these Indicators or targets in this section as a way of helping you identify what needs to be measured.

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| What is your priority in this cycle? |
| Click or tap here to enter text. |

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| What did you do? |
| Click or tap here to enter text. |

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| How did you know it worked? |
| Click or tap here to enter text. |

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| What will you do next? |
| Click or tap here to enter text. |

Refer to the example on the previous page to help you fill this out.