

## **AI Operational Plan Template**

*(Aligned with ISO 42001:2023 and Best Practices)*

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### **1. Document Control**

- **Document Title:** AI Operational Plan
  - **Document ID:** [Insert ID]
  - **Version:** [Insert Version]
  - **Date:** [DD/MM/YYYY]
  - **Owner:** [Name & Role]
  - **Approved By:** [Name & Role]
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### **2. Purpose**

Provide a structured plan for the operation and management of AI systems, ensuring alignment with organizational objectives, compliance with AI governance requirements, and continuous monitoring and improvement.

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### **3. Scope**

This plan applies to all AI systems, applications, and related processes within [Organization Name], covering:

- Development
  - Deployment
  - Operation
  - Monitoring
  - Retirement/Decommissioning
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#### 4. Objectives

- Ensure operational control of AI systems in alignment with ISO 42001.
  - Maintain ethical, responsible, and compliant AI operations.
  - Mitigate risks, biases, and unintended consequences in AI deployment.
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#### 5. Governance and Responsibilities

Role	Responsibilities
AI Governance Officer	Oversee implementation of operational controls.
AI Risk Manager	Conduct risk assessments and impact evaluations.
IT/AI Operations Lead	Ensure system availability and compliance.
Data Protection Officer	Monitor data privacy and security aspects.

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#### 6. AI Operational Activities

##### 6.1 Planning and Control

- Define operational requirements for AI systems.
- Establish operating procedures for AI lifecycle stages.
- Define thresholds for acceptable performance and compliance.

##### 6.2 Risk & Impact Management

- Perform AI Impact Assessments (AIIA).
- Identify and mitigate operational risks (bias, explainability, security).
- Maintain risk registers for all AI systems.

##### 6.3 Change Management

- Define change request process for AI models and datasets.
- Conduct impact analysis before applying changes.
- Communicate changes to stakeholders.

##### 6.4 Monitoring & Continuous Improvement

- Implement monitoring dashboards and logs.
- Schedule regular performance reviews and audits.



- Capture lessons learned for future enhancements.
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## 7. Operational Deliverables

Deliverable	Owner	Due Date
AI Risk Register	AI Risk Manager	[Insert]
AI Impact Assessment Report	AI Governance Officer	[Insert]
Operational Compliance Checklist	AI Operations Lead	[Insert]
Incident Response Plan	IT Security Lead	[Insert]

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## 8. Key Performance Indicators (KPIs)

KPI	Target
% AI systems with completed AIIA	100%
Number of operational incidents	≤ 2 per quarter
Compliance with operational controls	95%
Time to resolve operational issues	≤ 48 hours

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## 9. Dependencies

- Availability of skilled AI resources.
  - Approved AI Governance Policy.
  - Integrated Risk Management Framework.
  - Access to relevant AI lifecycle documentation.
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## 10. Communication & Awareness

- Internal communications (AI updates, training sessions).
  - External communications (regulatory reporting, customer updates).
  - Awareness campaigns for ethical and responsible AI usage.
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## 11. Review and Approval

- Frequency: Quarterly



- Next Review Date: [Insert Date]
  - Reviewed By: [Name, Role]
  - Approved By: [Name, Role]
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## **12. Appendices**

- Appendix A: AI Impact Assessment Template
- Appendix B: Change Management Log
- Appendix C: Risk Register Format