

AI-Legal Project Post-Launch Review Template

This template is designed to guide both AI and legal teams in reviewing the outcomes of an AI project post-launch. It focuses on assessing what worked well, identifying compliance and technical challenges, and documenting key learnings to improve future AI initiatives.

Project Name:

[Enter the AI project's title]

Brief Description:

[Provide a short overview of the project's purpose, objectives, and scope]

Summary of Launch:

✓ What Went Well

• [Document successes during the launch phase, including technical achievements, smooth deployment, or effective collaboration with legal]

✓ Challenges Faced

• [Detail any legal, compliance, or technical hurdles encountered during the project launch]
• **EXAMPLES:** Data privacy concerns, last-minute regulatory issues, or AI model deployment challenges.]

Post-Launch Compliance Review:

This section ensures that the AI system complies with all legal and ethical standards after its deployment.

✓ Data Privacy

• [Evaluate whether personal or sensitive data was used in accordance with data privacy laws such as GDPR, CCPA]
• **EXAMPLE:** Did all data usage follow consent protocols? Were user data rights upheld?

✓ Security

• [Assess whether the AI project adhered to security protocols, such as encryption, access controls, and vulnerability management]
• **EXAMPLE:** Was data securely stored? Were there any potential security breaches?

✓ Legal Feedback

• [Space for the legal team to provide feedback on compliance and regulatory issues post-launch]
• **EXAMPLE:** Are there any emerging legal concerns that need to be addressed? Were all regulations adhered to?

Key Learnings:

✓ AI Team Insights

• [What did the AI team learn from collaborating with legal? How can the process improve for future projects?]
• **EXAMPLE:** Did legal input improve the project's alignment with compliance, or were there challenges in communication or processes?

✓ Legal Team Insights

• [What did the legal team learn from working with the AI team? How can they better support future projects?]
• **EXAMPLE:** Were the legal team's early interventions helpful in mitigating risks? Could legal provide more flexibility or clearer guidance in future collaborations?

Next Steps:

✓ Changes to Compliance or Legal Processes:

[Identify if any adjustments are needed to improve legal or compliance processes based on project outcomes]

- **EXAMPLE:** Should legal reviews happen earlier in the process? Are additional compliance measures required for similar projects?

✓ Opportunities for Future Improvement:

- [Highlight areas of improvement for the AI team, legal team, or collaboration in general]
- **EXAMPLE:** Could AI training data be better curated to avoid bias? Should security protocols be revisited?

Approval and Agreement:

This section formalizes the review, ensuring that both AI and legal teams sign off on the post-launch review, agreeing on the insights and next steps.

✓ Sign off fields:

- **AI TEAM LEAD:** [Signature]
- **LEGAL TEAM LEAD:** [Signature]
- **DATE:** [Date]

Additional Features:

✓ Success Metrics:

- Add a section for measuring the AI system's success post-launch, including technical performance (e.g., accuracy, scalability) and business impact (e.g., user adoption, ROI).

✓ Risk Reassessment:

- Introduce a field for reassessing any ongoing risks identified during the project and reviewing how well the mitigation strategies have worked since launch.

✓ Collaboration Feedback:

- Provide a space for both teams to give feedback on the collaborative process and propose ideas for improving AI-legal collaboration in future projects.

ABOUT

The Empyrean Research Institute empowers organizations to transform their workforce through evidence-based, innovative insights and real, actionable strategies for a connected, future-ready culture.