The AI Growth Code

AI IMPLEMENTATION

STANDARD OPERATING PROCEDURE (SOP)

AI Implementation Standard Operating Procedure (SOP)

Document Control

SOP Title: [Insert Name of AI Process]
Version Number: [e.g., 1.0]
Last Updated: [Date]
Department: [Department Name]
Owner: [Role Responsible for SOP

Purpose
[Clearly state what this SOP is meant to accomplish and why it matters to your organization]

Scope

	Systems covered by this procedure
	Departments/roles involved
	Processes affected
	Integration points with existing operations

Roles and Responsibilities [Who or what the procedure applies]
Primary Users: [Who will use the AI system directly]
Primary Users: [Who manages the AI system]
Supervisors: [Who oversees the process]
Support Team: [Technical/operational support contacts]

Prerequisites

	Required system access
	Necessary training
	Supporting documentation
	Required authorizations

Daily Operations

System Startup/ Morning Check	Core Process Steps	Exception Handling	End of Day Procedures
• Login procedures • System status verification • Initial checks and balances • Priority setting for the day	• Trigger points for AI usage • Step-by-step procedures • Decision points and criteria • Handoff protocols	• Common issues and solutions • Escalation procedures • Backup processes • Emergency protocols	• System checks • Data verification • Handover requirements • Next day preparation

Performance Monitoring

Key Metrics	Review Schedule	Continuous Improvement
• Primary success indicators • Quality measures • Efficiency metrics • Compliance tracking	• Daily checks • Weekly reviews • Monthly assessments • Quarterly evaluations	• Feedback collection process • Performance review protocol • Update procedures • Training requirements

Troubleshooting Guide

Common Issues Problem: [Description]	Related Documents
• Immediate actions • Investigation steps • Resolution process • Prevention measures	• Training materials • Reference guides • System documentation • Emergency procedures

Version History			
Version	**Date**	**Changes Made**	**Approved by**
1.0	[Date]	Initial Release	[Name]

Approval
Prepared by: [Name & Role]
Reviewed by: [Name & Role]
Approved by: [Name & Role]
Date: [Approval Date]