

# IMPACT ASSESSMENT

## Define the Scope & Objectives:

Determine the specific solution or system you are assessing

1

ARTICULATE  
YOUR GOAL

ENGAGE  
YOUR  
TEAM

2

## Stakeholder Engagement

Identify all Stakeholders involved including staff, volunteers, donors, and partners

## Data Assessment

Understand the type and source of data the AI will use, address privacy concerns

3

ASSESS  
BIAS

HARM  
OR  
RISK

4

## Assess Potential Risk

Identify negative impacts such as job loss, privacy concerns or discriminatory practices

## Benefit Analysis

Highlight potential positive impacts such as efficiency, enhance service delivery, and benefits

5

BALANCE  
RISK &  
HARM

HUMAN  
RIGHTS

6

## Ethical Considerations

Examine ethical dimensions of implementing the AI solution including transparency, fairness, and accountability

## Implement Strategy

Develop a strategy for AI deployment that includes mitigation plans for identified risks

7

FEEDBACK

IMPROVE  
& REPORT

8

## Monitoring & Evaluation

Continuously monitor its performance and impact

## Transparency

Communicate the results of the impact assessment to stakeholders

9

REPORT &  
REVIEW

ALLOW  
IMPROVEMENTS

10

## Feedback Loop

Create channels for ongoing feedback from beneficiaries, staff, and other stakeholders

## Review & Re-assessment

Create channels for ongoing feedback from beneficiaries, staff, and other stakeholders

11

LESSONS LEARNED

ADAPT & USE

12

## Capacity Building

Invest in training and resources for staff to understand, manage, and utilize the AI solutions effectively