RUDI Business Case Template

|  |  |
| --- | --- |
| **Team**  |   |
| Senior Responsible Officer  |   |
| Data Engineer(s)  |   |
| Data Scientist(s)  |   |
| Domain Expert(s)  |   |
| Validator(s)  |   |
| Governance Expert(s)  |   |
| Plan for if someone leaves post  |   |
|   |   |
| **Model**  |   |
| Outline the problem to be addressed and the overall aim of the model, including if relevant, who the model is being used to target, and why  |   |
| Why is algorithmic modelling rather than other options (e.g., professional judgment) best suited to solving this problem?  |   |
| Alignment with force priorities  |   |
| Alignment with national strategic priorities  |   |
| Briefly state underlying theory & hypotheses  |   |
| Desired outcome(s) i.e., how will you know the model is working?   |   |
| Possible undesired outcome(s) (e.g., either directly or through misuse)  |   |
| Model design (e.g., classification, ranking) & rationale  |   |
| Data features needed & rationale  |   |
| Data analysis plan & rationale (e.g., how bias will be assessed, how the model will be evaluated and analysis of errors)   |   |
| Inclusion and exclusion criteria for cases being included in the model & rationale  |   |
| Plan for storing & sharing output  |   |
| Who will use the output & will training on using the output be provided, if yes what? and if no, why not?  |   |
|  How will the model’s outputs be incorporated into officer decision-making? Are processes in place to catch cases where the model is inaccurate?  |   |
| If relevant, what is the intervention for the cases the model identifies? Are there situations where identified cases will not be considered for an intervention?  |   |
| What are the implications of an error (both false positives and false negatives) e.g., ethical, legal, reputational   |   |
| What is the plan for ongoing model evaluation (e.g., thresholds and inputs/outputs that trigger model retraining)  |   |
| Can iterative changes be made to the model as needed? (e.g., feedback loops included to account for the effect of interventions)  |   |
| **Costs & Resourcing**  |   |
| What costs/resources will be needed for set up & piloting?  |   |
| What costs/resources will be needed for model maintenance?  |   |
| **Changes & Trade-offs** *(to be completed during project lifecycle)*  |   |
| Any changes to model design & rationale  |   |
| Any changes to analysis plan & rationale  |   |
| Any trade-offs & rationale e.g., false positive/negative rates, accuracy vs. explicability  |   |

*Note: this is not exhaustive and should be added to in line with the force’s own concerns. Responses will change as the project progresses*