Example guiding questions for innovators seeking access to artificial intelligence / machine learning expertise and computational needs from service providers

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Updated: 29 July 2021

Finding a suitable partner

1. What services does your organization offer?

2. What is / are your organization's area(s) of specialty?

3. What health-related projects or experience does your organization have? Consider commenting on key insights learned from health-related projects or experience.

4. What are the expectations for AICE-Concepts Registrants (i.e., health researchers) to start a project? Outline critical steps required to initiate a project.

5. What is your capacity and cost-structure for projects? Comment on how many projects can be managed, how many FTEs can be assigned to a project, approach to project costing, and how projects are prioritized.

6. Do you have any organizational policies in place for managing health data that are consistent with Alberta's Health Information Act? Are there any other organizational policies that partners need to be aware of (e.g., intellectual property)?

Onboarding – Project Initiation

7. Do you typically follow any type of software development frameworks, such as agile? If so, what steps can be taken to get partners quickly orientated if they are not familiar with this approach?

8. When in the project development process should potential project partners engage your services?

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9. What steps does your project onboarding process involve? Are there steps that partners can take to facilitate and speed up the onboarding process?

10. What requirements do you have for a potential partner to have completed before a project can be initiated?

Operations - Project Management

11. How often should project partners expect to meet with you to ensure best outcomes?

12. What steps are taken to ensure agreement that the selected approach matches the problem formulation?

13. How is division of labor between project partners managed? Specifically, what expectations do you have for project partners in terms of work load and tasks to be completed.

Operations – Infrastructure

14. How does your organization manage the compute infrastructure surrounding health data? Specifically, will project partners be expected to be hand data over to you and what steps do you take to ensure the privacy and confidentiality of the data?

15. When the project is complete, what will be provided back to the project partners?

Intellectual property, Health Information Act, Agreements

16. How is intellectual property handled?

17. Do you have any organizational policies in place for managing health data and adhering to the Health Information Act?

18. What other information do potential partners need to know in advance to facilitate project agreement?