

COURSE OUTLINE



Course Name: AI Project Governance Foundation

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
3 days	Foundation	In Class/VILT	N/A	Project Management

Course Overview

This course builds the foundational understanding and practical skills needed to govern AI projects effectively. From ethics to implementation, participants learn how to align AI delivery with organisational strategy, while ensuring accountability, maturity, and compliance throughout the project lifecycle.

Participants are introduced to the AI Project Governance Framework (AIPGF), including its purpose, terminology, lifecycle stages, principles, core values, behaviours, governance roles, and practical application. The course explores how AI's unpredictable and adaptive behaviour challenges traditional project controls, and how the AIPGF provides a structured approach for responsible AI project delivery.

Prerequisites

There are no formal prerequisites. A basic understanding of project management, governance, risk management, compliance, data, or AI concepts will be beneficial.

Target Audience

- Project Managers, Programme Managers, and PMO professionals
- Project Sponsors, Steering Committee members, and senior leaders overseeing AI initiatives
- Governance, risk, compliance, legal, and assurance professionals
- Business Analysts, product owners, delivery teams, and AI project team members
- AI specialists and organisational stakeholders responsible for responsible AI implementation

Learning Objectives

- Understand the AIPGF structure and AI project lifecycle
- Apply ethical and legal AI governance principles
- Recognise key governance roles and responsibilities
- Integrate AI governance into existing project and organisational processes
- Improve AI project governance maturity
- Benchmark governance capability using the Capability Maturity Model
- Tailor governance by project size, complexity, and risk
- Champion responsible human-AI collaboration

Topics

The course explores the following content areas, with a Foundation-level focus on understanding the framework, applying key governance principles, and using practical tools to support responsible AI project delivery:

Session 1: Understanding AI Governance

- Foundations of AI governance and why it matters in project environments
- How AI changes traditional governance expectations and project controls
- Introduction to AIPGF purpose, terminology, principles, core values, behaviours, roles, and lifecycle stages
- AI's adaptive and unpredictable behaviour and its implications for project oversight

Session 2: The AIPGF Structure and Lifecycle

- AIPGF building blocks and governance architecture
- Lifecycle stages: concept, initiation, design, development, deployment, monitoring, improvement, and decommissioning
- Governance checkpoints, control points, evidence, escalation, and decision rights
- How framework elements work together to support responsible AI delivery

Session 3: Managing Ethical AI Risk

- Ethical risk themes: fairness, bias, transparency, accountability, explainability, and human oversight
- Identifying and mitigating ethical risks in AI-enabled project environments
- Balancing innovation, control, stakeholder trust, and responsible delivery
- Applying AIPGF principles to support ethical decision-making

Session 4: Managing Legal, Regulatory, and Compliance Risk

- Data use, privacy, compliance, auditability, and regulatory considerations in AI projects
- Applying governance controls to support legal and compliance obligations
- Risk registers, documentation, assurance evidence, and governance reporting
- Protecting the organisation, stakeholders, and end-users through accountable governance

Session 5: Roles, Responsibilities, and Accountability

- Key AIPGF roles: project sponsors, steering groups, PMOs, project managers, delivery teams, AI specialists, and compliance functions
- How roles interact across the project lifecycle
- Avoiding common gaps in AI governance oversight
- Combining responsibilities where resources are constrained while preserving accountability

Session 6: Integrating AI Governance into Existing Processes

- Embedding AI governance into project management, PMO, Agile, hybrid, and organisational governance processes
- Governance gates, reporting, reviews, escalation paths, and assurance mechanisms
- Practical approaches for avoiding unnecessary bureaucracy while improving control
- Aligning AI delivery with organisational strategy and portfolio priorities

Session 7: Governance Maturity and Capability Benchmarking

- Understanding AI project governance maturity
- Using the Capability Maturity Model to benchmark governance capability
- Identifying current-state gaps and improvement priorities
- Developing practical governance maturity improvement roadmaps

Session 8: Tailoring Governance by Project Size and Risk

- Risk-based and proportionate governance approaches
- Tailoring controls for small, medium, and enterprise-scale AI projects
- Adapting governance for project complexity, risk exposure, and organisational context
- Supporting responsible human-AI collaboration throughout delivery and operations

Job Roles

- Project Manager
- Programme Manager
- PMO Manager or PMO Analyst
- Project Sponsor or Steering Committee Member
- Governance, Risk, Compliance, Legal, or Assurance Professional
- Business Analyst or Product Owner
- AI Specialist, Data Lead, or Technical Delivery Lead

Exams and Certifications

Foundation Exam

- 40 minutes
- Closed-book exam
- Multiple-choice test
- 40 questions
- A score of 50% is required to pass
- Passing score: 20 correct answers out of 40

Upon successful completion of the Foundation exam and confirmation of the results, participants may receive the relevant Foundation certificate, where applicable.

Why this certification

After completing this course, participants will learn how to:

- Explain the purpose, structure, and lifecycle of the AI Project Governance Framework
- Support ethical, legal, and compliant AI project delivery
- Define clear governance roles, responsibilities, and accountability mechanisms
- Integrate AI governance into current project and PMO processes
- Assess and improve AI project governance maturity
- Tailor governance controls based on project size, complexity, and risk

