AITRUST · STAGES OF COOPERATION, RESPONSIBILITIES AND ACCEPTANCE

# AiTrust launch guide

You choose a process, you see the AI digital workers at work, we fit the process to your company, and after verification in your environment the process begins controlled work. We recommend team training before you start, but you can book a demo right away.

## Steps of cooperation

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### Before you start, recommended. You train your team

Your team learns how to use AI and AI digital workers safely and in line with the AI Act and the GDPR. The readiness assessment shows how the company uses AI and where the gaps are. The free preliminary process analysis using AI is a preliminary diagnosis of one process based on a conversation. It shows how much work that process takes and what potential for improvement it has. Tailored AI policies prepare the deployment. We run training within the Polish Development Services Database (BUR) and the National Training Fund (KFS). We help you obtain funding for AI training and deployments. You can book a demo right away.

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### Step 1. You choose a process

You select the sector, the department and the tasks you want to entrust to AI digital workers. You start from a process template prepared for your sector.

RESULT OF THE STEP

A process template for your sector as the starting point.

ON YOUR SIDE

You select the sector, the department and the tasks for the AI digital workers.

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### Step 2. You see it in action

In the demo we show the chosen process with its stages, the work of the AI digital workers, the results and the control points, using a task from your team as the example.

RESULT OF THE STEP

You see the stages, the work of the AI digital workers, the results and the control points on your team's task.

ON YOUR SIDE

You describe your team's task. On it we show the documents, the decision points, the policies and the available deployment option.



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### 3 Step 3. We tailor it to your company

We agree on the data and documents, models, permissions, policies and the required tests. The process gets your stages, roles and approval points.

**RESULT OF THE STEP**

A process with your stages, roles and approval points.

**ON YOUR SIDE**

You bring your own roles, data classification, autonomy levels, approval thresholds, exceptions and accountability. Your organization approves the final shape of the policies.

### 4 Step 4. We launch it, you sign off

We verify the process in your environment. After your acceptance, it begins controlled work. AiTrust can run in the organization’s infrastructure or in a hybrid option. The deployment configuration decides where the application, the model and the data run.

**RESULT OF THE STEP**

After acceptance the process begins controlled work.

**ON YOUR SIDE**

The process owner and the users take part, the data and requirements are confirmed, access to systems is approved and a test set is prepared. The process owner decides on acceptance.

## Deployment in five phases

| PHASE | WHAT HAPPENS | ON YOUR SIDE |
|---|---|---|
| **1. Discovery** | Mapping of data sources, access rules and the approval path. | The process owner and the users take part. |
| **2. Flow design** | Definition of input data, exceptions and validation rules. | Confirmation of data and requirements. |
| **3. Integrations** | Assessment of access to the client’s systems. | Consent and safe permissions. |
| **4. Pilot** | Trials on permitted cases and measurement of effects. | A prepared test set. |
| **5. Acceptance** | Acceptance of the process and review of results. | Test results and the process owner’s decision. |

We set the duration of the phases in the schedule, which we prepare after discovery together with the quote.



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### Pilot

A pilot lets you test AiTrust in a chosen process before the deployment is extended. We agree the scope, the duration, the test data and the acceptance criteria together before it starts. The detailed terms are set out in an individual offer.

## Responsibilities of the parties

| PARTY | SCOPE |
|---|---|
| **Polski Instytut AI** | The Polski Instytut AI team installs and configures AiTrust together with the organization's IT department. As part of the subscription we provide access to new software versions and technical support. We agree the way of updating and the division of infrastructure responsibilities before the launch. |
| **Your organization** | The process owner and the users take part, the data and requirements are confirmed, access to systems is approved and a test set is prepared. The process owner decides on acceptance. You bring your own roles, data classification, autonomy levels, approval thresholds, exceptions and accountability. Your organization approves the final shape of the policies. |
| **Agreed together before the launch** | The organization agrees with us the responsibility for the infrastructure, the backups and the way updates are installed. We record it in the deployment arrangements. The scope, duration, test data and acceptance criteria of the pilot. |

## Acceptance

Acceptance completes the deployment of the chosen process. It is based on the test results, and the process owner takes the decision. After acceptance, the process begins controlled work.

## Simple terms of cooperation

**One-time launch. Fixed subscription. No fees based on the number of users.**

1 **A launch tailored to your organization**

We quote every AiTrust deployment individually, taking into account the sector and the installation method. A one-time fee covers the agreed launch and the configuration of the platform.



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2 **A fixed subscription with no per-user fees**

After the launch you use the platform on a subscription basis. A fixed license fee covers access to new software versions and technical support. We do not charge a fee for each user.

3 **Monthly or annual billing**

You choose monthly or annual payment. With annual payment the subscription price is 5% lower than the sum of twelve monthly fees for the same scope.

We prepare the quote and the schedule after discovery, once we know the scope of the process, the integrations and the installation method. The detailed terms are set out in an individual offer.

## Before the first meeting

- How the task runs. What task the team performs and what result it should produce.
- Data and required approvals. Which documents AI works on and where a human decision is needed.
- Deployment option. Where the application, the model and the data run, and which connections are allowed.

The list of 10 questions before deploying AI (in Polish) at www.aitrust.pl/en/materials helps to prepare.

## Record

DOCUMENT RECORD

**AiTrust launch guide**

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PUBLISHER AND SUPPLIER OF AITRUST

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SOURCE OF THE CONTENT

The page www.aitrust.pl/en/how-to-buy and the answers at /en/platform#on-prem on the date of issue.

NATURE OF THE DOCUMENT

Information material. It is not legal advice. The terms of cooperation are set out in an individual offer.