FAST-17 Projects: Responsible AI for All Staff

Provider: 7formations | Course: FAST-17 | Instructor: Wadood Chaudhary | One capstone and two mini projects

Projects extend the labs into commitments trainees keep at work. Mini projects run between sessions; the capstone is completed during and within seven days after session 3. All material is fictional or sanitized. Scoring uses **Not yet**, **Meets**, and **Strong**; completion needs Meets on every capstone criterion. One resubmission is allowed. This course is not legal advice.

Suggested reading for the projects: Laurence Lars Svekis, *AI Literacy for All Employees* (2026), chapters 8 to 12 and 14.

Never include real customer, patient, or employee information (G.L. c. 93H, 201 CMR 17.00).

Capstone: My Responsible-AI Pledge and Plan

Brief. Put together a short, practical package that shows how you will use AI responsibly in your role for the next 90 days: an ethical check on one real-type use, a data-safe prompt for a common task, your answers to your employer's policy questions, and your commitments and learning plan.

Deliverables

1. W1 Ethical risk check for one AI use in your role (described in general terms).
2. W2 Data-safe prompt for a task that normally involves personal or confidential information, before and after (the "before" written with fictional data).
3. A one-page "know my policy" sheet: approved tools, data you must never paste, uses that need approval, how to document AI use, and where to report concerns. If your employer has no policy, write the five questions you would ask your manager.
4. W4 Responsible-AI commitments and 90-day learning plan (final).
5. W5 Responsible-AI pocket card.

Step plan

Step	When	What you do
1	After session 1	Run the five-step ethical check on one use in your role
2	After session 2	Write the data-safe prompt; check your tool's memory and training settings
3	Session 3	Draft the policy sheet and W4
4	Within 7 days of session 3	Review W4 with your reviewer; submit

Rubric

Criterion	Not yet	Meets	Strong
Ethical check	Steps missing or generic	Five steps with stakeholders and a principle named	Includes a bias type and how it would be detected

Criterion	Not yet	Meets	Strong
Data protection	Any identifier left in "after"	All identifiers removed; placeholders; approved tool named	Explains which items are personal, confidential, or regulated
Policy knowledge	Sheet incomplete	All five items answered or questions written	Includes the report channel and a documentation example
Plan	No date or reviewer	Commitments, two skills, date, reviewer	Plan reviewed with the reviewer before submission
Communication	Unclear	Plain language a coworker could follow	Includes a customer-facing AI-use sentence

Example of strong versus weak work (fictional office coordinator, North Shore Builders)

Element	Weak	Strong
Ethical check	"Scheduling AI: seems fine."	"Stakeholders: 14 crews. Risk: availability flags act as proxies for family status. Transparency: crews not told. Oversight: site manager reviews weekend roster. Compliance: c. 151B. Principle at stake: fairness."
Data-safe prompt	"Summarize this complaint from John Smith, 22 Elm St, card ending 4417."	"Summarize this homeowner complaint in three bullets for the warranty team. Customer: [HOMEOWNER]; address: [ADDRESS]. No payment details included."
Commitment	"Use AI responsibly."	"I will use only Copilot Chat with my work account, mask names and addresses before pasting, and report any unfair scheduling pattern to the operations manager the same week."

Mini project 1: Spot the Scam

Brief. Collect three examples of AI-enabled scam patterns from public warnings (FBI IC3, FTC, or your bank). For each, write the red flags and the verification step you would use at work.

Rubric

Criterion	Not yet	Meets	Strong
Sources	Unsourced	Three dated public sources	Includes one 2026 warning
Red flags	Generic	Specific red flags for each	Notes how AI makes the scam more convincing
Response	Missing	A known-channel verification step for each	Adds who to report to at work

Mini project 2: Explain Our AI Use

Brief. Draft a plain-language note (under 120 words) for customers or coworkers explaining one way your team uses AI, what a person checks, and how to reach a person. Ask one colleague to read it and tell you what they understood.

Rubric

Criterion	Not yet	Meets	Strong
Transparency	AI use hidden or vague	What AI does and what a person checks are clear	Includes how to question or appeal a result
Plain language	Jargon	A reader outside the team understands it	Colleague's summary matches the intent