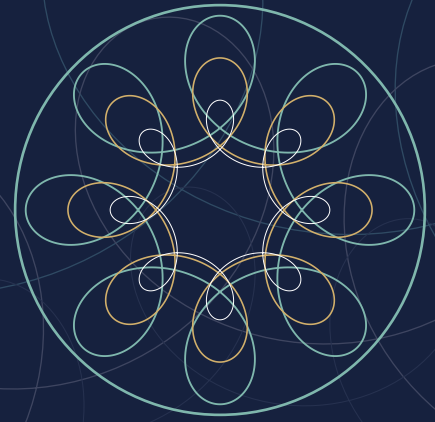


International Institute of Applied AI Technology



Course guide for AI-TP

Certified AI Transformation Professional

Lead organization-wide adoption of AI: strategy, operating model, governance, change management and the measurement of value across a portfolio of initiatives.

About this guide

Lead organization-wide adoption of AI: strategy, operating model, governance, change management and the measurement of value across a portfolio of initiatives.

This guide sets out what the AI-TP examination covers and how to prepare for it. It assumes you already practice organizational transformation, and concentrates on what changes when AI is part of the work.

How to use it

Work through the modules in order. Each one sets out the ideas, lists the topics the exam can test, and ends with an exercise. Do the exercises on your own projects where you can: the exam questions are written around the same situations.

Who it is for	Transformation leads, digital and strategy managers, senior consultants and executives sponsoring AI adoption.
Recommended experience	Five years in management, consulting or change leadership.
Study time	About 40 hours
Exam	12 multiple-choice questions in 30 minutes, online. Pass mark 9 correct.
Certification	Valid for 3 years, with a printable certificate and a verifiable credential number.

Learning outcomes

When you have completed this program you will be able to:

- Assess an organization's AI maturity and readiness
- Build an AI strategy tied to business outcomes
- Design an operating model and governance for AI
- Prioritize a portfolio of AI use cases by value and feasibility
- Lead the people side of change, including workforce reskilling
- Measure and report value across the portfolio



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Module 1. Maturity and readiness

Module 2. Strategy tied to outcomes

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Preparing for the exam



Module 1

Maturity and readiness

Where the organization stands today across strategy, data, technology, skills, governance and culture.

Topics covered

- Maturity models and their limits
- Data and content readiness
- Skills and culture assessment
- Readiness heat maps for leadership

Exercise

Score your own organization on six readiness dimensions and identify the lowest one.

Self-check

Before moving on, check that you can explain each topic above to a colleague in two or three sentences, and say how it would apply on a project you know.

Your notes



Module 2

Strategy tied to outcomes

An AI strategy is a business strategy with AI in it. It names outcomes, not technologies.

Topics covered

- From business goals to AI opportunities
- Value pools and where AI moves them
- Principles and risk appetite
- The one-page strategy

Exercise

Write a one-page AI strategy for a function you know, naming three measurable outcomes.

Self-check

Before moving on, check that you can explain each topic above to a colleague in two or three sentences, and say how it would apply on a project you know.

Your notes



Module 3

Portfolio and prioritization

Choosing which use cases to fund using value, feasibility, risk and dependency.

Topics covered

- Use-case intake and screening
- Value-feasibility matrices
- Dependencies on shared data and platforms
- Stage-gated funding

Exercise

Rank ten candidate use cases on a value-feasibility matrix and choose the first three.

Self-check

Before moving on, check that you can explain each topic above to a colleague in two or three sentences, and say how it would apply on a project you know.

Your notes



Module 4

Operating model and governance

Who decides, who builds and who is accountable once AI is used across many teams.

Topics covered

- Center of excellence, hub-and-spoke and federated models
- AI governance boards and policy
- Model inventory and risk tiers
- Standards for data, security and procurement

Exercise

Design a three-tier risk classification for AI uses with the approval each tier needs.

Self-check

Before moving on, check that you can explain each topic above to a colleague in two or three sentences, and say how it would apply on a project you know.

Your notes



Module 5

People and change

Adoption fails on people more often than on technology. Plan for roles that change, skills that are needed and the fears that come with both.

Topics covered

- Stakeholder and impact analysis
- Role redesign and reskilling paths
- Communication that addresses job concerns honestly
- Champions networks and adoption measures

Exercise

Build a change impact assessment for one role whose daily work will change with AI.

Self-check

Before moving on, check that you can explain each topic above to a colleague in two or three sentences, and say how it would apply on a project you know.

Your notes



Module 6

Measuring value

Baselines, benefit owners and portfolio reporting that show leadership what AI has returned.

Topics covered

- Baselines before deployment
- Leading and lagging measures
- Attributing value fairly
- Portfolio dashboards and reviews

Exercise

Define the baseline, benefit owner and two measures for one approved use case.

Self-check

Before moving on, check that you can explain each topic above to a colleague in two or three sentences, and say how it would apply on a project you know.

Your notes



Preparing for the exam

The AI-TP exam has 12 multiple-choice questions drawn at random from every module. You have 30 minutes and need 9 correct answers to pass.

Before you start

- Finish every module's exercise. Most questions describe a situation and ask what a practitioner should do.
- Re-read the module summaries: they state the main idea each question is built on.
- Set aside uninterrupted time. The timer keeps running if you leave the page.
- Have this guide to hand. The exam is open book, but you will not have time to look up every answer.

Taking the exam

Log in to your account on the Institute's website and choose Take the exam. Check that your name is shown exactly as it should appear on your certificate. Your result is shown as soon as you submit, and if you pass, your certificate and credential number are issued straight away.

If you don't pass, you can try again after 24 hours. Each attempt draws a different set of questions.

