PEOPLE · LEADERSHIP

Give AI Adoption a Named Owner and Real Goals

An OmniTek Consulting implementation guide for VPs and Directors in pharma, biotech, and medical device companies.

READING TIME
About 4 minutes

WHO IT'S FOR
VPs and Directors

GOES WITH
The AI Maturity Quick Check

> AI adoption stalls when everyone supports it and nobody owns it. Naming one leader with real time, two or three measurable goals, and clear decision rights is the cheapest readiness step there is, and it unblocks most of the others.

SCOPE This guide covers AI used in how your company works, such as drafting, analysis, and operations. It doesn't cover AI that is part of a product you sell, such as AI-enabled device software or software as a medical device. That has its own regulatory path; check it with your Regulatory team.

Why it matters

- **Pilots don't become practice.** Without an owner, early experiments end when the enthusiast who started them gets busy.
- **Decisions bounce around.** Which tool, which data, which use first? With no owner, every question waits for a meeting.
- **Nobody can answer the executive question.** When leadership asks what AI has delivered, someone needs to have been tracking it.

What the owner does

Responsibility	What it looks like in practice
Sets direction	Keeps a short, ranked list of AI uses for the department
Clears the path	Works with IT and Privacy to approve tools and data access, and with Quality on classifications and on any tool used for GxP work
Tracks results	Measures each use against a baseline and reports to leadership every quarter

Responsibility	What it looks like in practice
Builds capability	Names champions, organizes training, and shares what works
Manages risk	Keeps the AI policy and use register current. Policy updates go through document control if the policy is a controlled document

The owner doesn't need to be technical. They need credibility with the team, a working relationship with Quality, and time that is formally set aside in their goals, not squeezed in around their day job.

A one-page AI owner charter

Write it with the owner, sign it, and share it with the team. It makes the role real and tells everyone who to go to.

TEMPLATE · COPY AND ADAPT

[Department] AI Owner Charter

Owner: [name, title] | Sponsor: [department head] | Start date: [ ] | Review: [quarterly]

Mandate

[Name] owns AI adoption for [Department]: choosing where to use AI, getting uses approved, and reporting what it delivers.

Time

[Share of the owner's week] is set aside for this role and reflected in their goals.

Goals for the next six months

1. [e.g. Approved AI tool available to the whole team by (date)]
2. [e.g. Two AI uses live in standard workflows, each measured against a baseline]
3. [e.g. AI policy and GxP classification step in place, with recorded training]

Decision rights

- Decides: which AI ideas to pilot, within budget of [$]. Each idea is classified (Non-GxP, GxP supporting, or GxP direct) with Quality before any pilot starts.
- Recommends: new tools (approved by IT; Quality signs off when a tool will be used for GxP records or any GxP use, and is informed otherwise), GxP classifications (signed off by Quality)
- Independence: the owner is not also the Quality approver for the same uses, so Quality's review stays independent
- Escalates to sponsor: budget above [$], conflicts with other departments

Partners

Quality: [name] | IT: [name] | Privacy or Legal: [name] | AI champions: [names]

Reporting

Quarterly update to [sponsor or leadership meeting]: uses live, results against baseline, risks, and next priorities.

Signed: Owner [ ] Sponsor [ ]

Your first 30 days

1. **Week 1: Pick the owner.** Choose someone the team respects who already works well with Quality. Ask; don't assign it as an extra duty.
2. **Week 1: Agree the time and the sponsor.** Put the time allocation in the owner's goals, and name the leader they report progress to.
3. **Week 2: Set two or three goals.** Make each one specific and dated. Avoid "explore AI"; prefer "two uses live and measured by June."
4. **Week 3: Write and sign the charter.** Use the template above. Introduce the owner to Quality, IT, and Privacy as the single point of contact.
5. **Week 4: Announce it.** Tell the team who owns AI, what the goals are, and how to bring ideas forward. Schedule the first quarterly update.

By day 30 your department has a named owner with time, goals, and decision rights. That covers the leadership question in the Quick Check at the Operationalizing level.

Common mistakes

- **Giving it to whoever is most excited.** Enthusiasm helps, but the owner also needs standing with Quality and leadership.
- **No time set aside.** An owner without time is a figurehead. If it isn't in their goals, it won't happen.
- **Goals that can't be measured.** "Increase AI adoption" can't be reported on. Name the use, the metric, and the date.
- **Making IT the owner.** IT is an essential partner, but the business should own where AI is used and what it delivers.
- **Skipping the quarterly update.** Regular reporting is what keeps funding and attention once the novelty wears off.

How OmniTek can help

The full AI Maturity Report Card measures leadership sponsorship, funding, and roles alongside the other maturity dimensions, and compares how your leadership team sees them. It shows whether ownership is the real gap or a symptom of something else.

To talk through who should own AI in your department, or your Quick Check results, book time with OmniTek.

Book time with OmniTek

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