# AI Matrix Notes

The full LTW AI Matrix on SharePoint restricts respondent to a limited set of options in some cases and has additional notes to aid completion of a new item. These are reproduced in this Word document.

## LTW AI Matrix Headings

1. Service Provider
2. Name of Tool or Feature
3. Type of AI  
   Options: Non-generative AI / Generative AI

Notes: Non-generative AI refers to AI models that do not generate new content, but instead process, analyse, or categorize existing content and data. Generative AI refers to a type of AI that can create new content, "generating" outputs rather than simply classifying or categorizing input data.

1. Level of Access  
   Options: Globally / Admin Level / School Based Level / Instructor Level

Notes: Who can control the level of access? Globally - set by the vendor. Admin - set by UoE site administrators. School based - set by School learning technologists. Instructor - can be set at course/tool level by an instructor.

1. Aimed at  
   Options: Academics / Students / Admin

Notes: This section is focused on what kind of user the AI tool is aimed at.

1. How is use of AI signposted

Notes: Image showing how to access the AI feature and how it is labelled.

1. Date of latest release

Notes: Date the AI tool has been released or updated.

1. Where does the tool or feature source the data and information?

Notes: What data is the AI trained on? OpenAI/Azure/ other large language model (LLM)

1. Data Retention Info

Notes: For AI systems to be effective, they need large volumes of data to train on. By stipulating when and how data should be deleted, data retention policies can limit the amount of data that is available for AI systems, which can potentially impact their performance.

1. Expected Outcomes

Notes: Expected outcomes of the tool and what it could be used for. Appropriate domains of knowledge or problems.

1. Default setting  
   Options: Enabled if included in package / The default state is 'Off' / The default state is 'On'

Notes: What is the default setting when released, bought, etc. Can we turn on and off (internally)?

1. Status  
   Options: Decision made / Service investigating / Escalation / Tool turned off / Tool turned on
2. Additional Charge(s)

Notes: additional charge(s) by supplier to enable

1. Links

Notes: Related policy links, white papers or relevant information.

1. Risk Category

Notes: What type of risk category: Bias and Fairness; Reliability and Accuracy; Regulatory and Compliance; Ethical and Social; Business; Environmental.

1. Risk RAG Status  
   Options: Low / Medium / High / Extreme

Notes: For the service team to identify the Red Amber Green status of AI developments within LTW.

Date of Last Review

Notes: Date the tool or feature status was reviewed

1. Notes