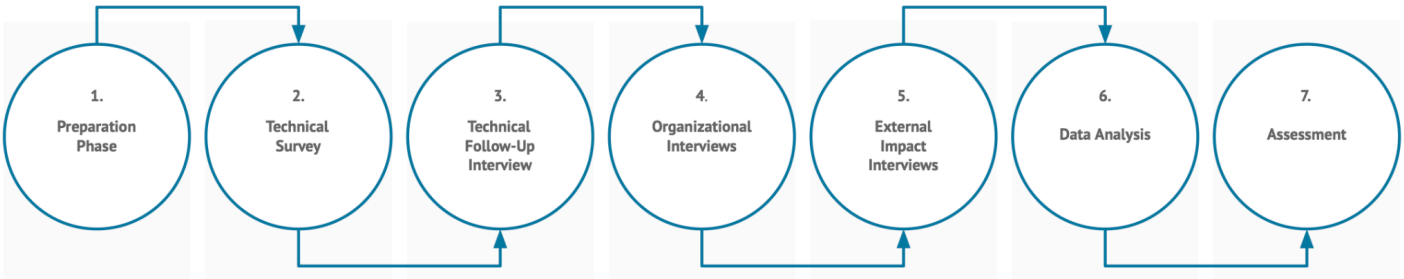
Impact AI Method - Overview Document

The Impact AI Method is designed for a holistic yet practice-oriented impact assessment of running AI use cases. Focusing on contributions to a sustainable and just development, the framework aims to bring evidence to the question which implications a given AI use case has for people, society and the planet.
Applying the Impact AI Method requires different documents. An overview of the documents and process of the impact assessment is outlined here. The respective documents are linked and highlighted in the following.
The impact assessment consists of seven steps:



1) Preparation Phase: During this first step, we have a pre-conversation with project leaders of the relevant AI use case, which gives us an initial opportunity to gain an overview of the workings of the respective project teams and implementation of AI systems, and to assess whether the use case is suitable for the impact assessment. To do so, we have developed a "**pre-questionnaire**" which covers the most important questions to be asked in this first exchange. To be able to better contextualize the AI use case and tailor the interview guides to the specific use case, we also carry out desk research, request documentation from the assessed use case and have briefing interviews with experts in the respective application domain.

   We provide an interview guide for the Pre-Questionnaire.

2) **Technical Survey**: The technical survey is based on the *AI through the lens of Multidimensional Sustainability Templates* (AIMS-Templates), which were developed particularly for the Impact AI assessment approach (State, Züger & Winter 2026). The core function of the technical survey is to provide all data necessary to understand the

architecture, including data and models used for a specific running AI use case. The AIMS-Templates consist of three sub-templates covering the AI system, the AI model and the dataset (namely the *AI System Template*, the *AI Model Template* and the *Dataset Template*).

We provide the Technical Survey/ AIMS Templates consisting of the three survey templates.

3) **Technical Follow-up Interview:** The technical interview is closely connected to the technical survey/ AIMS-Templates. The technical follow-up interview gives the opportunity to ask clarification and follow-up questions on the completed technical survey and some additional relevant questions.

   We provide the interview guide for the Technical follow-up Interview.

4) **Organizational Interviews**: There are three semi-structured organizational interviews which are directed at the organizational lead of the AI use case: the *AI Project Governance and Impact Interview*, the *AI Project Sustainability Interview* and the *AI Project Risk and Mitigation Interview*.

   We provide the interview guides for the three Organizational Interviews.

5) **External Impact Interviews**: The aim of the External Impact Interviews is to gain a better understanding of intended as well as unintended effects of the deployment and use of the AI system on stakeholders, and to determine whether these impacts are positive or negative, or whether there are no effects at all. The External Impact Interviews should be conducted with users of the relevant AI system, other affected stakeholders or experts who research user experience.

   We provide the interview guide for the External Impact Interview.

6) Data Analysis: The collected data, including interview transcripts and documents, is analyzed using the software MAXQDA and following a qualitative content analysis. The assessment criteria (see under 7, Assessment) form the code framework, i.e. the categories used to label the interviews in order to systematically analyze the data.

7) Assessment: For this step, we publish two relevant documents. First, the **Catalogue of Assessment Criteria and Questions:** The Impact AI Method includes these assessment criteria to further assess the results of analysis of the previously collected data. For the assessment of each criterion, the assessment question is answered based on the results of this analysis. Second, the **Helper Questions for the Technical Assessment**: For the assessment of the assessment criteria with a technical focus, we designed additional helper questions. They are supposed to facilitate answering the assessment questions and thus form a final judgement of each assessment criterion. They support answering the assessment question, because they break down the assessment criteria into several sub-criteria/aspects that are relevant. In this sense, they also help to keep an overview

of all aspects that are relevant under the specific assessment criteria.

We provide the Catalogue of Assessment Criteria and Questions and the Helper Questions for the Technical Assessment.

References

State, L., Züger, T., and Winter, L. (2026): The AIMS-Templates: Documenting the multidimensional sustainability of AI systems. In: Proceedings of the 2026 International Conference on Information Technology for Social Good (GoodIT '26). Association for Computing Machinery. https://doi.org/10.1145/3794786.3830766.