

TRACEABILITY

AI Decision Traceability Log

A worksheet for recording what the AI saw, retrieved, inferred, recommended, and what people decided.

WHAT THIS TEMPLATE HELPS YOU DECIDE

Create a practical decision receipt across context, source evidence, model output, tool use, reviewer judgment, overrides, and final action.

BEST FOR

- Finance, HR, legal, and procurement workflows
- Customer escalation and case management
- Teams needing audit-ready decision records

OUTPUTS

- Decision record
- Source and context log
- Human review note

STEP 1

Frame the operating need

Start with the workflow, decision, owner, and business pressure. The template is useful only when it is grounded in a real operating moment.

Operating frame

Decision supported

Name the recommendation, classification, approval, or escalation.

Context package

List records, documents, tools, and memory used.

Final owner

Name who accepted, changed, rejected, or overrode the recommendation.

Readiness check

- Source context is visible
- AI recommendation is separated from final decision
- Tool actions are logged
- Human review notes capture overrides
- Records can be audited later

STEP 2

Map the architecture questions

Use this page to separate the parts of the system that need design before anyone jumps to tools, prompts, or implementation details.

Design map

Input	What user request or workflow trigger started the decision? _____
Retrieved	Which sources, records, or memories were used? _____
Inferred	What did the model infer beyond the raw source material? _____
Reviewed	Who reviewed the recommendation and what evidence did they inspect? _____
Acted	What final decision, message, task, or tool action occurred? _____

Traceability keeps AI-supported decisions governable. The record should show evidence, judgment, and ownership without treating model output as authority.

STEP 3

Turn the answers into a brief

A strong brief makes the next decision easier: proceed, defer, redesign, govern, or assess more deeply before implementation.

Decision brief

Trace ID	What identifier links the request, output, review, and final action? _____
Override reason	If changed, why did a human override the AI? _____
Audit need	Who may need to inspect this later? _____
Retention	How long should this record be retained? _____

Make AI-supported decisions auditable.

IntelliSync helps teams design decision receipts for high-impact workflows, approvals, escalations, and operational review.

[Open Architecture Assessment](#)