

## GOVERNANCE READINESS

# AI Governance Readiness Scorecard

A worksheet for assessing whether AI-supported work has enough ownership, review, and traceability to scale.

**WHAT THIS TEMPLATE HELPS YOU DECIDE**

Score readiness across approved use, data boundaries, human review, escalation, logging, fallback planning, and ownership.

**BEST FOR**

- Teams already experimenting with AI tools
- Leaders preparing to scale AI beyond informal use
- Operations with sensitive data or customer-facing outputs

**OUTPUTS**

- A governance readiness score
- A control gap list
- A safer next-step plan

## 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

**AI workflow or tool**

Name the specific workflow, assistant, agent, or system being assessed.

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**Current usage pattern**

Internal support, customer-facing output, decision support, execution, or analysis.

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**Accountable owner**

Name who owns safe operation and ongoing review.

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## Readiness check

- Approved use cases are documented
- Data boundaries and retention rules are visible
- Human review thresholds are defined
- Escalation owners are named
- Outputs and tool actions are traceable
- Fallback paths exist for failures or drift

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

<b>Use approval</b>	Which uses are approved, restricted, or forbidden? _____
<b>Data boundary</b>	What data can enter the workflow, and what must be excluded? _____
<b>Review gate</b>	Where must a human approve before output or execution? _____
<b>Traceability</b>	What records prove what happened and why? _____
<b>Fallback</b>	What happens if the AI is unavailable, wrong, or unsafe? _____

Governance readiness is operational readiness. If a workflow cannot be reviewed, escalated, or traced, it is not ready to scale.

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

<b>Readiness band</b>	Ready, partial, exposed, or not ready? _____
<b>Highest-risk gap</b>	Which missing control creates the most operational exposure? _____
<b>Next control to add</b>	Which governance layer should be designed first? _____
<b>Review cadence</b>	How often should this readiness score be revisited? _____

### Make governance visible before AI scales.

IntelliSync helps teams convert governance gaps into practical workflow controls and review paths.

[Open Architecture Assessment](#)