

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.

Current usage pattern

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

Accountable owner

Name who owns safe operation and ongoing review.

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

Use approval	Which uses are approved, restricted, or forbidden?
Data boundary	What data can enter the workflow, and what must be excluded?
Review gate	Where must a human approve before output or execution?
Traceability	What records prove what happened and why?
Fallback	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

Readiness band	Ready, partial, exposed, or not ready?
Highest-risk gap	Which missing control creates the most operational exposure?
Next control to add	Which governance layer should be designed first?
Review cadence	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](#)