

OWNERSHIP

AI Role and Responsibility Charter

A worksheet for making AI ownership, decision rights, escalation, and accountability visible.

WHAT THIS TEMPLATE HELPS YOU DECIDE

Define business owner, system owner, data owner, reviewer, escalation owner, technical owner, compliance contact, and executive sponsor before AI scales.

BEST FOR

- Leadership teams adopting AI across departments
- Operations with unclear ownership
- Teams preparing governance cadence

OUTPUTS

- RACI-style ownership model
- Decision rights
- Escalation chain

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 system

Name the capability that needs ownership.

Business outcome

Name the result or decision this system supports.

Executive sponsor

Name who is accountable for organizational priority.

Readiness check

- Business and technical owners are separate but coordinated
- Data ownership is explicit
- Reviewer and escalation roles are named
- Decision rights are documented
- Ownership is revisited on a cadence

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

Business owner	Who owns the outcome and workflow rules? _____
System owner	Who owns uptime, behavior, configuration, and maintenance? _____
Data owner	Who approves source use, freshness, access, and retention? _____
Reviewer	Who approves, edits, rejects, or escalates outputs? _____
Compliance contact	Who reviews policy, privacy, risk, or regulatory concerns? _____

AI ownership cannot be implied. If nobody owns the workflow, exceptions and improvements will drift.

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

Decision rights	Who can approve scope, rules, access, and rollout changes? _____
Escalation chain	Where do exceptions go and how quickly? _____
Review cadence	How often does ownership review performance and risk? _____
Gap	Which missing owner blocks safe scale? _____

Make AI accountability operational.

IntelliSync helps teams define ownership models for AI workflows, governance layers, and operating cadence.

[Open Architecture Assessment](#)