

LIFECYCLE

AI Workflow Decommissioning Checklist

A worksheet for pausing, replacing, archiving, or retiring AI workflows without leaving operating debt.

WHAT THIS TEMPLATE HELPS YOU DECIDE

Define retirement criteria, data handling, access removal, owner signoff, replacement paths, communication, and archive requirements for AI workflows.

BEST FOR

- Teams with many AI experiments
- Organizations cleaning up old automations
- Operators retiring abandoned pilots

OUTPUTS

- Decommission criteria
- Data handling steps
- Owner signoff

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

Workflow retiring

Name the AI workflow, assistant, automation, or agent.

Reason

Low value, high risk, stale context, replacement, cost, or ownership gap.

Retirement owner

Name who signs off and communicates the change.

Readiness check

- Retirement criteria are explicit
- Data, logs, prompts, and files have a handling rule
- Access and credentials can be removed
- Users know the replacement path
- Owner signoff is captured

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

Pause	Should the workflow be paused before full retirement? _____
Replace	What system, person, or process takes over? _____
Archive	Which records, logs, prompts, evaluations, or decisions must be preserved? _____
Remove access	Which permissions, API keys, tools, or integrations must be revoked? _____
Communicate	Who needs to know the workflow is changing or ending? _____

AI workflows need lifecycle governance. Retiring weak systems is part of keeping the operating architecture healthy.

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

Retirement decision	Pause, replace, downgrade, archive, or remove? _____
Data handling	What is deleted, retained, exported, or anonymized? _____
Signoff	Who approves the decommissioning? _____
Follow-up	What should be checked after retirement? _____

Remove AI workflows cleanly.

IntelliSync helps teams manage the full AI workflow lifecycle from assessment and launch to retirement and replacement.

[Open Architecture Assessment](#)