

HUMAN REVIEW

Human-in-the-Loop Review Map

A worksheet for defining where people approve, edit, reject, escalate, or audit AI outputs.

WHAT THIS TEMPLATE HELPS YOU DECIDE

Design the human role around judgment, accountability, exception handling, and quality improvement instead of vague oversight.

BEST FOR

- Customer-facing AI workflows
- Teams with approvals, compliance, or reputational risk
- Operators deciding how much autonomy is appropriate

OUTPUTS

- Review checkpoints
- Approval ownership
- Exception learning loop

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 output being reviewed

Draft, summary, recommendation, classification, task, message, or tool action.

Reviewer role

Name the role with enough judgment and authority to approve or override.

Risk of no review

Describe what could go wrong if output bypasses review.

Readiness check

- ☐ Review is required for high-impact outputs
- ☐ Reviewers can see source context and model rationale
- ☐ Approval or rejection is captured as evidence
- ☐ Rejected outputs improve future workflow rules
- ☐ Escalations have a named owner and response time

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

Approve	Which outputs can move forward after review? _____
Edit	When should a reviewer improve the output rather than reject it? _____
Reject	Which defects require the output to be stopped? _____
Escalate	Which topics, customers, or decisions require a higher-authority reviewer? _____
Audit	Which outputs should be sampled later for quality and pattern detection? _____

Human-in-the-loop design should make judgment more effective, not turn every output into manual rework.

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

Review threshold	What confidence, risk, value, or topic rule triggers review? _____
Reviewer evidence	What must the reviewer see before approving? _____
Approval record	What should be logged after review? _____
Improvement loop	How do review patterns change prompts, tools, or policies? _____

Design review paths that preserve accountability.

IntelliSync helps teams define approval gates, exception routing, and review evidence for AI-supported operations.

[Open Architecture Assessment](#)