

# AI Governance Readiness Checklist

Use this 10-point checklist to assess whether your organization is prepared for responsible AI adoption. If you answer “No” to any item, governance gaps may already exist.

1. Do you have a formal AI Use Policy that all employees follow?  
Yes                  No
2. Have you identified every AI tool currently in use across your organization (including “shadow AI”)?  
Yes                  No
3. Is someone officially assigned as your AI Governance Lead or responsible owner?  
Yes                  No
4. Do your systems prevent employees from pasting sensitive data into unsecured AI tools?  
Yes                  No
5. Have you mapped your obligations under GDPR, HIPAA, the EU AI Act, or FTC regulations?  
Yes                  No
6. Do you conduct structured AI risk assessments before deploying new systems?  
Yes                  No
7. Is there an AI governance committee or cross-department oversight group in place?  
Yes                  No
8. Are your vendors evaluated for AI compliance, security, and ethical risks?  
Yes                  No
9. Do you provide training so employees understand how to use AI safely and responsibly?  
Yes                  No
10. Do you track AI performance, risks, and KPIs on an ongoing basis?  
Yes                  No

## Scoring

8–10 Yes answers: Strong foundation. You’re ready to formalize your governance program.

4–7 Yes answers: Moderate risk. Governance needs structure and clear guardrails.

0–3 Yes answers: High exposure. Immediate governance action is recommended.