

MANSEUR.

AI GOVERNANCE READINESS CHECKLIST

Is your organization ready to deploy AI responsibly?

15 questions your legal, risk, and engineering teams need to align on before you go live. Score each item: 2 = fully in place, 1 = partial or in progress, 0 = not yet addressed.

01 / GOVERNANCE AND ACCOUNTABILITY	0	1	2
Ownership is assigned A named individual or committee owns AI risk, with a mandate that includes budget and veto authority.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Policies exist and are enforced Written AI use policies cover acceptable use, prohibited use, and escalation paths, not just principles.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
System inventory is maintained Every AI system in use is logged: purpose, owner, data it touches, vendor and model, and last review date.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Third-party AI is governed Vendor AI (SaaS, APIs, embedded models) is subject to the same risk controls as internally built systems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
02 / PEOPLE, DATA AND PRIVACY	0	1	2
Personal data flows are mapped You know which AI systems process personal information and under which legal authority (Law 25, PIPEDA, FIPPA, GDPR).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People are trained before use Everyone using AI tools has documented, role-appropriate training on risks and acceptable use, recorded in a registry.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retention and deletion apply to AI outputs Outputs, logs, and embeddings are included in your retention schedule, not treated as non-personal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
03 / RISK AND COMPLIANCE	0	1	2
A risk classification exists AI use cases are classified by risk tier. High-risk applications trigger additional controls before deployment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regulatory mapping is current The rules that bind you (Quebec AI directive, TBS Directive on Automated Decision-Making, ISO 42001, NIST AI RMF, EU AI Act, sector guidance) are mapped to actual controls.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bias and fairness are tested High-stakes models (hiring, lending, triage, access decisions) are evaluated for disparate impact before launch.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An incident response path exists AI failures and misuse have a defined reporting, containment, and disclosure procedure with named owners.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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04 / OPERATIONS AND OVERSIGHT	0	1	2
Human oversight is designed in For consequential decisions, a human review step is architecturally enforced, not just recommended in policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Models are monitored in production Drift, performance degradation, and anomalous outputs trigger alerts with defined SLAs for investigation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retrieval-augmented systems are auditable For RAG deployments, retrieved sources are logged and traceable to each generated output.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An exit and rollback plan exists You can disable or roll back any AI system within a defined timeframe without breaking dependent processes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SCORING GUIDE: add up your 15 scores

24-30 Strong foundation. Focus on the remaining gaps.	15-23 Developing. Prioritize controls for high-risk uses.	8-14 Significant exposure. An architectural review is needed.	0-7 High risk. A governance program is required.
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YOUR TOTAL **RESULT**

Select 0, 1 or 2 for each of the 15 items; the total and result compute automatically in Adobe Acrobat/Reader. In viewers without form calculation, add your scores manually against the guide above.

Scored below 20, or not sure where to start?
Manseur Advisory provides independent, practitioner-led AI governance and architecture counsel for regulated organizations. Book a 20-minute conversation: manseur.com, or write to advisory@manseur.com.