



Executive AI Governance Checklist

Is Your Business Ready for AI?

Use this checklist to evaluate your organization's readiness for responsible AI adoption and identify areas where governance, security, and policy may need strengthening.

Executive Leadership

- ☐ Executive leadership has discussed AI opportunities and risks.
- ☐ An executive sponsor has been identified for AI initiatives.
- ☐ Business objectives for AI have been clearly defined.
- ☐ AI projects support company goals.
- ☐ Leadership understands the legal and operational risks associated with AI.

AI Policy

- ☐ There is a written AI usage policy.
- ☐ Employees understand when AI tools may be used.
- ☐ Employees know which AI platforms are approved.
- ☐ Employees understand what information should never be entered into AI systems.
- ☐ The AI policy is reviewed regularly.

Data Protection

- ☐ Employees are prohibited from entering confidential client information into public AI tools.
- ☐ Financial information is protected.
- ☐ HR and employee information is protected.
- ☐ Healthcare or regulated information is protected.
- ☐ Proprietary business information is protected.
- ☐ Customer contracts are protected.
- ☐ Passwords and security credentials are never entered into AI platforms.



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Security

- ☐ Multi-factor authentication is required for AI platforms when available.
- ☐ AI applications are reviewed by IT before implementation.
- ☐ AI tools are monitored for security updates.
- ☐ User access is controlled.
- ☐ AI vendors meet acceptable security standards.
- ☐ AI-generated code is reviewed before deployment.

Compliance

- ☐ AI use aligns with company compliance requirements.
- ☐ AI outputs are reviewed before publication.
- ☐ Human oversight exists for important business decisions.
- ☐ Employees understand copyright considerations.
- ☐ AI-generated content is verified for accuracy.

Employee Awareness

- ☐ Employees have received AI awareness training.
- ☐ Employees understand acceptable AI use.
- ☐ Employees know how to report concerns.
- ☐ Managers understand AI-related business risks.
- ☐ AI usage expectations are included in onboarding.

Technology & IT

- ☐ IT maintains an inventory of approved AI applications.
- ☐ AI software integrations have been reviewed.
- ☐ AI tools comply with company cybersecurity standards.
- ☐ Backup and recovery plans include AI-generated business data.
- ☐ AI systems align with existing technology standards.



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Vendor Evaluation

- ☐ Vendors clearly explain how customer data is stored.
- ☐ Vendors disclose how AI models are trained.
- ☐ Vendors provide security documentation.
- ☐ Vendors support data deletion requests.
- ☐ Contracts include appropriate privacy protections.

Business Readiness

- ☐ We understand where AI can improve productivity.
- ☐ High-value AI opportunities have been identified.
- ☐ AI projects include measurable business goals.
- ☐ Risks have been documented.
- ☐ Success metrics have been established.



Scoring Your Results

Count the number of items you checked, then compare your total with the guide below.

35-45 checked

Excellent Foundation

Your organization appears well positioned to adopt AI responsibly while reducing unnecessary risk.

20-34 checked

Good Progress

You have established several important practices but may benefit from strengthening governance, security, or policy before expanding AI use.

Fewer than 20 checked

Opportunity for Improvement

Many organizations begin using AI before creating the policies and safeguards needed to support it. Establishing a governance framework now can help reduce risk and build a stronger foundation for future AI initiatives.

Total Checked: