

RISK OPERATIONS

AI Risk Register for SMB Operations

A worksheet for tracking data risk, decision risk, customer communication risk, operational dependency, model drift, tool failure, and ownership gaps.

WHAT THIS TEMPLATE HELPS YOU DECIDE

Create a practical risk register that links each AI risk to owner, impact, likelihood, controls, fallback, and review cadence.

BEST FOR

- Small leadership teams adopting AI in real workflows
- Professional-service firms with client or regulated information
- Operators who need a living risk register rather than abstract policy

OUTPUTS

- AI risk inventory
- Control ownership
- Review cadence

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 workflow or system

Name the workflow, tool, agent, assistant, or automation being tracked.

Business process affected

Customer work, finance, HR, operations, sales, reporting, or document workflow.

Risk owner

Name who is accountable for monitoring and mitigation.

Readiness check

- Risks are tied to specific workflows
- Each risk has an owner
- Impact and likelihood are assessed
- Controls and fallback paths are documented
- Residual risk is reviewed on a cadence
- Incidents update the register

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

Data risk	Could sensitive, stale, or unauthorized data enter or leave the workflow? _____
Decision risk	Could the AI influence a high-impact decision without enough review? _____
Communication risk	Could the AI send, draft, or shape customer-facing content incorrectly? _____
Dependency risk	Could operations fail if the model, tool, or integration is unavailable? _____
Ownership risk	Could exceptions fall between teams or remain unreviewed? _____

A useful AI risk register is operational, not ceremonial. It tracks real workflows, owners, controls, and review rhythms.

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

Highest risk	Which risk deserves immediate mitigation? _____
Control	What policy, permission, review, tool, or fallback reduces the risk? _____
Residual risk	What risk remains after the control is in place? _____
Review cadence	How often should this register be updated? _____

Make AI risk visible and owned.

IntelliSync helps SMBs map AI risk to practical governance controls, workflow ownership, and operating cadence.

[Open Architecture Assessment](#)