



AI Governance Readiness Scorecard

A worksheet for assessing whether AI-supported work has enough ownership, review, and traceability to scale.

STRUCTURE - CLARITY - BETTER DECISIONS

Practical architecture for accountable AI-enabled work.

What this template is for

Score readiness across approved use, data boundaries, human review, escalation, logging, fallback planning, and ownership. Use this guide to make the operating choice explicit, test it with evidence, and record who owns the next decision.

BEST USED WHEN

Teams turning architecture work into a reusable operating artifact.

WHO SHOULD BE IN THE ROOM

Include the workflow owner, a person who performs the work, a reviewer with authority to approve or stop it, and the relevant data or tool owner.

CANADIAN CONTEXT

Confirm applicable federal, provincial, territorial, sector, professional, contractual, accessibility, and bilingual-service requirements. Use this workbook as operational preparation, not legal advice.

A five-step working rhythm

01

Use approval

Which uses are approved, restricted, or forbidden?

02

Data boundary

What data can enter the workflow, and what must be excluded?

03

Review gate

Where must a human approve before output or execution?

04

Traceability

What records prove what happened and why?

05

Fallback

What happens if the AI is unavailable, wrong, or unsafe?

Build the working record

Complete one record for one workflow. Write enough to support a decision, not a generic technology wish list.

PROMPT	YOUR WORKING NOTES
01 AI workflow or tool	
02 Current usage pattern	
03 Accountable owner	
04 Use approval	
05 Data boundary	
06 Review gate	
07 Decision, owner, evidence, and review date	

Assess proposal-assistant readiness

STARTING FRICTION

Staff already use AI informally, but source permissions and client-facing approval rules are undocumented.

WORKFLOW MAP



AI-SUPPORTED ROLE

Gather evidence for approved use, data boundaries, review, logging, fallback, and ownership. Flag uncertainty around use approval.

HUMAN AUTHORITY

A named leader scores readiness and remediates the highest-risk gaps before scale. Resolve the use approval question for this case.

PILOT MEASURE

Track open control gaps, overdue owners, incidents, and re-review completion. Record use approval exceptions separately.

DISCUSSION PROMPT

What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Assess customer-support readiness

STARTING FRICTION

A response assistant has current FAQs but no clear escalation for refunds, allergens, or complaints.

WORKFLOW MAP

USE INVENTORY

CONTROL EVIDENCE

GAP SCORE

REMEDIATION

APPROVAL

REVIEW DATE

AI-SUPPORTED ROLE

Gather evidence for approved use, data boundaries, review, logging, fallback, and ownership. Flag uncertainty around data boundary.

HUMAN AUTHORITY

A named leader scores readiness and remediates the highest-risk gaps before scale. Resolve the data boundary question for this case.

PILOT MEASURE

Track open control gaps, overdue owners, incidents, and re-review completion. Record data boundary exceptions separately.

DISCUSSION PROMPT

What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Assess client-summary readiness

STARTING FRICTION

The workflow has reviewers, yet retention, audit, and fallback rules are incomplete.

WORKFLOW MAP



AI-SUPPORTED ROLE

Gather evidence for approved use, data boundaries, review, logging, fallback, and ownership. Flag uncertainty around review gate.

HUMAN AUTHORITY

A named leader scores readiness and remediates the highest-risk gaps before scale. Resolve the review gate question for this case.

PILOT MEASURE

Track open control gaps, overdue owners, incidents, and re-review completion. Record review gate exceptions separately.

DISCUSSION PROMPT

What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Before the pilot grows

Use these prompts to test whether the proposed workflow can operate responsibly in its Canadian business context.

01

Use approval

Approved use cases are documented. Name the owner and the operating decision before selecting a tool.

02

Data boundary

Data boundaries and retention rules are visible. Record the approved sources, permissions, and missing information.

03

Review gate

Human review thresholds are defined. Test this boundary with representative and adverse cases.

04

Traceability

Escalation owners are named. Preserve review, escalation, and correction evidence.

05

Fallback

Outputs and tool actions are traceable. Set a measurable stop condition and the next review date.

06

Readiness to proceed

Governance readiness is operational readiness. If a workflow cannot be reviewed, escalated, or traced, it is not ready to scale.

CANADIAN REFERENCE POINTS

Office of the Privacy Commissioner of Canada - Privacy and artificial intelligence
priv.gc.ca/en/privacy-topics/technology/artificial-intelligence/

Government of Canada - Artificial Intelligence guidance, principles, and policy
canada.ca/en/services/science/innovation/artificial-intelligence.html

General operational guidance only. Confirm applicable legal, privacy, cybersecurity, professional, contractual, and regulatory requirements with qualified advisors.