



AI Operating Cadence Planner

A worksheet for defining the review rhythm that keeps AI systems useful, governed, and improving.

STRUCTURE - CLARITY - BETTER DECISIONS

Practical architecture for accountable AI-enabled work.

What this template is for

Plan weekly, monthly, and incident-driven loops for exceptions, metrics, context updates, governance changes, and workflow improvement. 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

Daily signal

What needs immediate attention when the system is degraded?

02

Weekly review

Which exceptions, overrides, and quality issues should operators inspect?

03

Monthly review

Which value, risk, cost, and governance signals should leadership see?

04

Change review

How are prompt, tool, data, and policy changes approved?

05

Incident review

What gets documented after a failure or near miss?

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-supported workflow	
02 Primary operator	
03 Leadership audience	
04 Daily signal	
05 Weekly review	
06 Monthly review	
07 Decision, owner, evidence, and review date	

Review proposal workflow weekly

STARTING FRICTION

The team sees faster drafts but needs a regular view of rework and client-facing corrections.

WORKFLOW MAP

SIGNALS

REVIEW RHYTHM

EXCEPTIONS

OWNER ACTION

CHANGE APPROVAL

NEXT REVIEW

AI-SUPPORTED ROLE

Prepare bounded weekly and monthly summaries of exceptions, quality, cost, context freshness, and unresolved decisions. Flag uncertainty around daily signal.

HUMAN AUTHORITY

Operators run the review cadence, assign changes, and approve scope or policy updates. Resolve the daily signal question for this case.

PILOT MEASURE

Track overdue reviews, recurring exceptions, drift, adoption, and improvement actions closed. Record daily signal exceptions separately.

DISCUSSION PROMPT

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

Review inventory support by season

STARTING FRICTION

Demand and supplier conditions shift, making a one-time pilot result insufficient.

WORKFLOW MAP

SIGNALS

REVIEW RHYTHM

EXCEPTIONS

OWNER ACTION

CHANGE APPROVAL

NEXT REVIEW

AI-SUPPORTED ROLE

Prepare bounded weekly and monthly summaries of exceptions, quality, cost, context freshness, and unresolved decisions. Flag uncertainty around weekly review.

HUMAN AUTHORITY

Operators run the review cadence, assign changes, and approve scope or policy updates. Resolve the weekly review question for this case.

PILOT MEASURE

Track overdue reviews, recurring exceptions, drift, adoption, and improvement actions closed. Record weekly review exceptions separately.

DISCUSSION PROMPT

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

Review summary quality monthly

STARTING FRICTION

Quarter-end volume changes can hide corrections and staff review burden.

WORKFLOW MAP

SIGNALS

REVIEW RHYTHM

EXCEPTIONS

OWNER ACTION

CHANGE APPROVAL

NEXT REVIEW

AI-SUPPORTED ROLE

Prepare bounded weekly and monthly summaries of exceptions, quality, cost, context freshness, and unresolved decisions. Flag uncertainty around monthly review.

HUMAN AUTHORITY

Operators run the review cadence, assign changes, and approve scope or policy updates. Resolve the monthly review question for this case.

PILOT MEASURE

Track overdue reviews, recurring exceptions, drift, adoption, and improvement actions closed. Record monthly review 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

Daily signal

Weekly exception review has an owner. Name the owner and the operating decision before selecting a tool.

02

Weekly review

Metrics are tied to workflow outcomes. Record the approved sources, permissions, and missing information.

03

Monthly review

Context updates have a review path. Test this boundary with representative and adverse cases.

04

Change review

Prompt, tool, or policy changes are documented. Preserve review, escalation, and correction evidence.

05

Incident review

Incidents create a learning record. Set a measurable stop condition and the next review date.

06

Readiness to proceed

AI systems decay when nobody owns the rhythm. Cadence turns a launch into an operating discipline.

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.