



AI Role and Responsibility Charter

A worksheet for making AI ownership, decision rights, escalation, and accountability visible.

STRUCTURE - CLARITY - BETTER DECISIONS

Practical architecture for accountable AI-enabled work.

What this template is for

Define business owner, system owner, data owner, reviewer, escalation owner, technical owner, compliance contact, and executive sponsor before AI scales. Use this guide to make the operating choice explicit, test it with evidence, and record who owns the next decision.

BEST USED WHEN

Leadership teams adopting AI across departments.

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

Business owner

Who owns the outcome and workflow rules?

02

System owner

Who owns uptime, behavior, configuration, and maintenance?

03

Data owner

Who approves source use, freshness, access, and retention?

04

Reviewer

Who approves, edits, rejects, or escalates outputs?

05

Compliance contact

Who reviews policy, privacy, risk, or regulatory concerns?

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 system	
02 Business outcome	
03 Executive sponsor	
04 Business owner	
05 System owner	
06 Data owner	
07 Decision, owner, evidence, and review date	

Assign proposal ownership

STARTING FRICTION

A new assistant creates drafts, but no one owns source updates or final client promises.

WORKFLOW MAP

WORKFLOW

ROLES

DECISION RIGHTS

HANDOFF

LEADER REVIEW

CHARTER

AI-SUPPORTED ROLE

Map tasks, decision points, evidence, and handoffs to proposed operating roles. Flag uncertainty around business owner.

HUMAN AUTHORITY

Leaders assign owners for data, quality, technical changes, incident response, and approval. Resolve the business owner question for this case.

PILOT MEASURE

Track unowned exceptions, approval delays, duplicated work, and missed reviews. Record business owner exceptions separately.

DISCUSSION PROMPT

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

Assign ordering roles

STARTING FRICTION

Store staff count stock, a manager reviews anomalies, and the owner commits the purchase.

WORKFLOW MAP



AI-SUPPORTED ROLE

Map tasks, decision points, evidence, and handoffs to proposed operating roles. Flag uncertainty around system owner.

HUMAN AUTHORITY

Leaders assign owners for data, quality, technical changes, incident response, and approval. Resolve the system owner question for this case.

PILOT MEASURE

Track unowned exceptions, approval delays, duplicated work, and missed reviews. Record system owner exceptions separately.

DISCUSSION PROMPT

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

Assign review and data roles

STARTING FRICTION

A summary workflow needs clear responsibility for feeds, figures, professional signoff, and corrections.

WORKFLOW MAP



AI-SUPPORTED ROLE

Map tasks, decision points, evidence, and handoffs to proposed operating roles. Flag uncertainty around data owner.

HUMAN AUTHORITY

Leaders assign owners for data, quality, technical changes, incident response, and approval. Resolve the data owner question for this case.

PILOT MEASURE

Track unowned exceptions, approval delays, duplicated work, and missed reviews. Record data owner 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

Business owner

Business and technical owners are separate but coordinated. Name the owner and the operating decision before selecting a tool.

02

System owner

Data ownership is explicit. Record the approved sources, permissions, and missing information.

03

Data owner

Reviewer and escalation roles are named. Test this boundary with representative and adverse cases.

04

Reviewer

Decision rights are documented. Preserve review, escalation, and correction evidence.

05

Compliance contact

Ownership is revisited on a cadence. Set a measurable stop condition and the next review date.

06

Readiness to proceed

AI ownership cannot be implied. If nobody owns the workflow, exceptions and improvements will drift.

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.