



AI Workflow Decommissioning Checklist

A worksheet for pausing, replacing, archiving, or retiring AI workflows without leaving operating debt.

STRUCTURE - CLARITY - BETTER DECISIONS

Practical architecture for accountable AI-enabled work.

What this template is for

Define retirement criteria, data handling, access removal, owner signoff, replacement paths, communication, and archive requirements for AI workflows. Use this guide to make the operating choice explicit, test it with evidence, and record who owns the next decision.

BEST USED WHEN

Teams with multiple experiments, old automations, unused GPTs, or abandoned pilots.

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

Pause

Should the workflow be paused before full retirement?

02

Replace

What system, person, or process takes over?

03

Archive

Which records, logs, prompts, evaluations, or decisions must be preserved?

04

Remove access

Which permissions, API keys, tools, or integrations must be revoked?

05

Communicate

Who needs to know the workflow is changing or ending?

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 Workflow retiring	
02 Reason	
03 Retirement owner	
04 Pause	
05 Replace	
06 Archive	
07 Decision, owner, evidence, and review date	

Retire a proposal assistant

STARTING FRICTION

A former tool still holds client materials after the team moves to a new workflow.

WORKFLOW MAP

TRIGGER

DEPENDENCY MAP

EXPORT

ACCESS REMOVAL

OWNER SIGNOFF

CLOSURE

AI-SUPPORTED ROLE

Inventory active jobs, data, connectors, outputs, dependencies, and remaining obligations. Flag uncertainty around pause.

HUMAN AUTHORITY

The owner approves pause or retirement, communicates changes, revokes access, and verifies cleanup. Resolve the pause question for this case.

PILOT MEASURE

Track orphaned credentials, unexported records, unfinished jobs, and post-retirement incidents. Record pause exceptions separately.

DISCUSSION PROMPT

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

Replace an ordering pilot

STARTING FRICTION

The old integration keeps running scheduled jobs after a new system takes over.

WORKFLOW MAP

TRIGGER

DEPENDENCY MAP

EXPORT

ACCESS REMOVAL

OWNER SIGNOFF

CLOSURE

AI-SUPPORTED ROLE

Inventory active jobs, data, connectors, outputs, dependencies, and remaining obligations. Flag uncertainty around replace.

HUMAN AUTHORITY

The owner approves pause or retirement, communicates changes, revokes access, and verifies cleanup. Resolve the replace question for this case.

PILOT MEASURE

Track orphaned credentials, unexported records, unfinished jobs, and post-retirement incidents. Record replace exceptions separately.

DISCUSSION PROMPT

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

Retire a summary workflow safely

STARTING FRICTION

The firm must preserve approved records while removing access, caches, and obsolete automations.

WORKFLOW MAP

TRIGGER

DEPENDENCY MAP

EXPORT

ACCESS REMOVAL

OWNER SIGNOFF

CLOSURE

AI-SUPPORTED ROLE

Inventory active jobs, data, connectors, outputs, dependencies, and remaining obligations. Flag uncertainty around archive.

HUMAN AUTHORITY

The owner approves pause or retirement, communicates changes, revokes access, and verifies cleanup. Resolve the archive question for this case.

PILOT MEASURE

Track orphaned credentials, unexported records, unfinished jobs, and post-retirement incidents. Record archive 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

Pause

Retirement criteria are explicit. Name the owner and the operating decision before selecting a tool.

02

Replace

Data, logs, prompts, and files have a handling rule. Record the approved sources, permissions, and missing information.

03

Archive

Access and credentials can be removed. Test this boundary with representative and adverse cases.

04

Remove access

Users know the replacement path. Preserve review, escalation, and correction evidence.

05

Communicate

Owner signoff is captured. Set a measurable stop condition and the next review date.

06

Readiness to proceed

AI workflows need lifecycle governance. Retiring weak systems is part of keeping the operating architecture healthy.

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.