



AI Governance Checklist

Eight dimensions of AI governance — built on the Pactus AI Leadership Model™

How to use: Check each statement that is true for your organization today. Count your total checked boxes (out of 32). Any dimension with fewer than 2 boxes checked = governance gap. See score guide at bottom.

01 STRATEGY

- ☐ We have a documented AI strategy linked to enterprise priorities
- ☐ AI strategy reviewed by CEO and presented to the board
- ☐ A named executive owns AI strategy and is accountable for results
- ☐ Our AI strategy is reviewed and updated at least annually

02 GOVERNANCE

- ☐ We have a written acceptable-use policy for AI tools
- ☐ A governance structure oversees all AI adoption and usage
- ☐ All AI tools used by employees are tracked in a sanctioned inventory
- ☐ We have a process for approving new AI tools before adoption

03 DATA READINESS

- ☐ Data is classified and employees know what can be shared with AI
- ☐ We have assessed which data is safe for cloud-based AI providers
- ☐ Core business data is accurate, accessible, and fit for AI use
- ☐ We have a data governance policy addressing AI-specific risks

04 USE-CASE PORTFOLIO

- ☐ We have a prioritized AI use-case list ranked by value and risk
- ☐ Each active initiative has a named owner and success metrics
- ☐ Use-case portfolio progress is reviewed quarterly at exec level
- ☐ We have a process for retiring AI pilots that are not delivering

05 RISK & COMPLIANCE

- ☐ We have assessed AI risk across legal, privacy, and compliance
- ☐ AI vendor contracts are reviewed for data use and IP clauses
- ☐ Legal and compliance teams have been briefed on AI-specific risks
- ☐ We have an AI incident response process for harm or exposure

06 WORKFORCE ADOPTION

- ☐ Employees have training on using AI tools responsibly
- ☐ We track AI tool adoption and productivity impact by role
- ☐ Leadership actively models AI adoption and communicates strategy
- ☐ A change management plan exists for roles most affected by AI

07 VENDOR ACCOUNTABILITY

- ☐ AI vendor selection involves independent review — not only demos
- ☐ We measure and track ROI on every significant AI tool investment
- ☐ Vendor contracts include performance metrics and exit provisions
- ☐ AI vendor relationships are reviewed annually against a scorecard

08 ROI & BOARD REPORTING

- ☐ AI investments can be linked to measurable business outcomes
- ☐ AI performance is included in quarterly executive reporting
- ☐ The board receives regular AI maturity, risk, and value briefings
- ☐ We track AI KPIs across all Pactus AI Leadership Model™

Your Score: Count your checked boxes out of 32.

24–32 checked — Strong AI governance foundation. Consider a Fractional CAIO to accelerate.

16–23 checked — Governance in progress. Key gaps likely in policy, vendor oversight, or board reporting.

8–15 checked — Significant gaps. Executive attention required before further AI investment.

0–7 checked — AI governance has not yet begun. Recommend starting with an AI Readiness Assessment.

Any dimension with 0–1 boxes checked — That dimension is a priority gap regardless of total score.

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