

The AI Governance Checklist

Eighteen questions that show where your firm actually stands on AI, and what to tackle next.



AI governance is not about saying no to AI. It is the set of policies, approvals, and accountability that lets your team use AI without putting client data, compliance, or your reputation at risk. Work through each section below and mark what is already true today.

01 ASSESSMENT

Know what is already happening before you try to govern it.

- ☐ Have you documented where AI is being used across the business, including tools employees adopted on their own?
- ☐ Do you know how sensitive the data is in each AI use case?
- ☐ Has leadership discussed the business rationale for adopting AI at all?
- ☐ Do you understand the AI-related compliance requirements in your industry?

03 IMPLEMENTATION

Governance only works if the people doing the work know it exists.

- ☐ Has your IT team been consulted on security and monitoring?
- ☐ Have the policies been communicated to every member of staff?
- ☐ Is there a named owner for AI governance, such as IT leadership or a compliance officer?
- ☐ Can staff report concerns, or a newly discovered AI tool, without friction?
- ☐ Do you have a plan to update policies as tools and regulations change?

02 POLICY DEVELOPMENT

Write the guardrails down, in plain language, on one page.

- ☐ Have you drafted or adapted a policy on sharing data with AI tools?
- ☐ Does that policy clearly define which data is off-limits?
- ☐ Have you identified which AI tools are approved for the firm to use?
- ☐ Have you documented the security and data practices of those tools?
- ☐ Is there a clear process for requesting approval of a new AI tool?

04 MONITORING & IMPROVEMENT

Set it and forget it is the most common failure. Revisit annually.

- ☐ Are you tracking approved versus unapproved AI tool usage?
- ☐ Do you respond to policy violations consistently, correcting rather than punishing?
- ☐ Are you staying informed on new regulations and industry guidance?
- ☐ Do you audit the governance framework at least once a year?

RULE OF THUMB

Control should be proportional to risk. Drafting marketing copy needs general guidelines; summarizing internal notes needs approved tools; analyzing client contracts or regulated records needs leadership approval and a secure platform.

Mostly unchecked boxes? That is normal, and fixable.

We will assess your current AI landscape, find the gaps, and write policies your team will actually follow.

TALK WITH COURANT

504.454.6373

2200 Tulane Ave #302, New Orleans, LA 70119

gocourant.com

Adapted from "AI Governance: Building a Framework for Secure Business AI Adoption" on the Courant blog.