

PLANNING GUIDE

A practical AI inventory starter

Capture the information needed to begin an AI governance conversation: use case, owner, data, provider and review status.

Record the use, not just the tool

For each entry, record the business task, team, accountable owner, tool and provider, user group, data inputs, outputs and the decisions the output may influence. Include AI features within existing applications.

Make review visible

Add procurement status, access method, data-handling questions, business review and any security, privacy or legal review needed. Record open questions and who will resolve them.

Give the inventory a routine

Assign an owner to maintain the register. Review changes when tools, data, users or decisions change. Keep a date and reviewer against each entry so the record shows what has actually been checked.

Use these questions as a starting point and review the requirements with your organisation's responsible teams and specialists.