

The Jonesi Consultancy | Houston, TX

EXECUTIVE AI ADOPTION · SELF ASSESSMENT

AI GOVERNANCE CHECKLIST



A Practical Self Assessment for Responsible AI

Governance is what turns AI from a collection of experiments into an operating capability.

1

AI Governance Checklist

Work through each list with your leadership team, mark what is genuinely in place today, then score yourself at the bottom.

POLICIES AND STRATEGY

- ☐ AI governance policy is documented and approved
- ☐ AI strategy aligns with business objectives
- ☐ Roles and responsibilities are defined
- ☐ Acceptable use policy for AI tools exists
- ☐ Data, privacy, and security policies are current
- ☐ Relevant laws and standards are addressed

KEY QUESTION: Do we have clear rules and a strategy guiding responsible AI use?

OVERSIGHT AND LEADERSHIP

- ☐ Executive sponsorship is in place
- ☐ An AI governance committee is established
- ☐ Oversight process for AI projects is defined
- ☐ Leadership receives regular performance and risk reporting
- ☐ Stakeholder engagement is ongoing
- ☐ Escalation paths are documented

KEY QUESTION: Do we have the right oversight and leadership in place?

RISK AND SAFETY

- ☐ A risk assessment process is established
- ☐ Risks are identified, evaluated, and prioritized
- ☐ Mitigation plans exist for high risk use cases
- ☐ Bias, fairness, and ethical risks are assessed
- ☐ Testing and red teaming are conducted
- ☐ Incident response plan is ready

KEY QUESTION: Do we understand and actively manage our AI risks?

ACCOUNTABILITY

- ☐ Ownership is assigned for every AI system
- ☐ Decision accountability between AI and humans is defined
- ☐ Audit trails for AI decisions are maintained
- ☐ Consequences for misuse are defined
- ☐ Performance metrics and targets are established
- ☐ Vendor contracts include AI accountability terms

KEY QUESTION: Are people accountable for AI decisions and outcomes?

TRANSPARENCY

- ☐ AI systems are documented: purpose, inputs, outputs, limits
- ☐ Explainability requirements are defined and measured
- ☐ Users are informed when AI is involved in decisions
- ☐ Communication about AI performance is candid
- ☐ Feedback mechanisms for users are in place

KEY QUESTION: Can we explain how our AI systems work and what they affect?

TRAINING AND AWARENESS

- ☐ AI literacy training is provided for employees
- ☐ Role specific training is available for heavy users
- ☐ Awareness of policies, risks, and practices is promoted
- ☐ Training content is current and reviewed on a schedule
- ☐ Employees know how to report AI concerns

KEY QUESTION: Do our people have the knowledge to use AI responsibly?

RESPONSIBLE PRACTICE

- ☐ AI systems respect human rights and dignity
- ☐ Privacy by design is implemented
- ☐ Continuous improvement of AI ethics is practiced
- ☐ Fairness and inclusivity are designed in
- ☐ Community and societal impact is considered

KEY QUESTION: Are we building AI that benefits people, not just process?

2

Governance in Action

The Operating Sequence

1

DEFINE

Policies and goals

2

ESTABLISH

Oversight and ownership

3

MANAGE

Risks and controls

4

EXPLAIN

Transparency and audit

5

EDUCATE

Training and enablement

6

IMPROVE

Review, learn, adapt

3

Quick Health Check

Rate Each Area

GOVERNANCE AREA	YOUR RATING				
POLICIES AND STRATEGY	1	2	3	4	5
OVERSIGHT AND LEADERSHIP	1	2	3	4	5
RISK AND SAFETY	1	2	3	4	5
ACCOUNTABILITY	1	2	3	4	5
TRANSPARENCY	1	2	3	4	5
TRAINING AND AWARENESS	1	2	3	4	5
RESPONSIBLE PRACTICE	1	2	3	4	5
OVERALL SCORE OUT OF 35					

GOVERN TODAY. TRUST TOMORROW.

Strong governance is not a brake on AI adoption. It is the reason an organization can move faster than its peers without accumulating risk it cannot see. Score below 21? Start with policy and ownership before you scale anything.

© 2026 The Jonesi Consultancy. All rights reserved.

A Practical Self Assessment for Responsible AI

We help organizations set the lines, train to them, and put governance behind them.

