AI Governance & Security Readiness Checklist

Instructions

Use this checklist to evaluate your organisation's current readiness for responsible AI governance, cybersecurity oversight, and compliance maturity.

Score each item:

- Yes = 2 points
- Partial/In Progress = 1 point
- No = 0 points

Governance & Oversight

☐ We maintain visibility into which AI tools employees use.

☐ Our organisation has formal AI governance policies.

☐ Executive leadership understands organisational AI risks.

☐ AI governance responsibilities are clearly assigned.

☐ Cross-functional oversight exists for AI initiatives.

Cybersecurity & Data Protection

☐ Employees are prohibited from uploading sensitive data into unauthorized AI systems.

☐ AI-related access permissions are reviewed regularly.

☐ AI system activity is logged and monitored.

☐ Security reviews are conducted before adopting new AI tools.

☐ AI-related cybersecurity risks are included in risk assessments.

Employee Awareness & Operational Discipline

☐ Employees receive training on responsible AI usage.

☐ Staff understand acceptable AI use policies.

☐ Employees know how to report AI-related concerns.

☐ Shadow AI usage is actively monitored and managed.

☐ Human review requirements exist for high-risk AI outputs.

Vendor & Compliance Readiness

☐ Third-party AI vendors undergo security and compliance reviews.

☐ Vendor contracts address AI-related security obligations.

☐ Data handling practices are reviewed before AI deployment.

☐ AI governance documentation is maintained consistently.

☐ AI-related compliance obligations are reviewed regularly.

Ethical Governance & Long-Term Readiness

☐ AI usage is evaluated for fairness and bias concerns.

☐ Leadership considers reputational risk in AI adoption decisions.

☐ AI governance is integrated into enterprise risk management.

☐ Governance policies are reviewed and updated regularly.

☐ Continuous improvement processes exist for AI oversight.

Scoring Results

40–50 Points — Strong Governance Maturity

Your organisation demonstrates strong awareness of AI governance, cybersecurity oversight, and operational accountability.

Continue refining:

- governance visibility,
- employee education,
- vendor oversight,
- and compliance readiness.

20–39 Points — Moderate Governance Exposure

Your organisation has foundational governance practices in place but may still face operational and compliance gaps.

Focus on:

- improving policy clarity,
- strengthening oversight,
- increasing employee awareness,
- and enhancing AI security governance.

0–19 Points — High Governance Risk

Your organisation may face significant exposure involving:

- uncontrolled AI usage,
- compliance gaps,
- cybersecurity vulnerabilities,
- and weak operational oversight.

Immediate priorities should include:

- governance visibility,
- policy development,
- employee education,

and AI-related risk management improvements.