THE INTELLIGENT ORGANIZATION

ALIGNING HUMAN AND AI POTENTIAL

AI Governance Framework

Template for Organizational Implementation

This AI Governance Framework template provides a structured approach to establishing responsible, effective governance for AI initiatives within your organization. Customize each section to reflect your organization's specific context, values, and requirements. This framework aligns with The Intelligent Organization's four pillars and supports sustainable AI transformation.

1. Organization Information

Organization Name: _____

Industry: _____

Framework Version: _____

Effective Date: _____

Last Reviewed: _____

Next Review Date: _____

2. Governance Structure & Roles

2.1 AI Governance Committee

The AI Governance Committee provides strategic oversight and ensures alignment with organizational objectives.

Committee Chair: _____

Committee Members:

- _____
- _____
- _____

Meeting Frequency: _____

2.2 AI Ethics Board

The AI Ethics Board reviews AI initiatives for ethical implications and ensures responsible AI practices.

Board Chair: _____

Board Members:

- _____
- _____
- _____

2.3 Key Roles & Responsibilities

Role	Responsibilities	Name/Department
Chief AI Officer	Strategic AI direction, governance oversight	_____
AI Program Manager	Day-to-day AI program management	_____
Data Governance Lead	Data quality, privacy, compliance	_____
AI Ethics Officer	Ethical review, bias monitoring	_____
Legal/Compliance	Regulatory compliance, risk management	_____
IT/Infrastructure	Technical infrastructure, security	_____

3. Decision Rights & Escalation

3.1 Decision Authority Matrix

Decision Type	Authority Level	Approval Required
AI Strategy & Vision	Executive Leadership	Board/CEO
Major AI Investments (>$___)	AI Governance Committee	CFO + Committee
New AI Use Cases	AI Program Manager	Ethics Board Review
Data Access/Usage	Data Governance Lead	Legal/Compliance
Model Deployment	AI Program Manager	Security + Ethics
Minor Budget (<$___)	Department Head	AI Program Manager

3.2 Escalation Procedures

Issues should be escalated according to the following timeline and severity levels:

Level 1 (Low Impact): Resolve at team level within _____ days

Level 2 (Medium Impact): Escalate to AI Program Manager within _____ hours

Level 3 (High Impact): Escalate to AI Governance Committee within _____ hours

Level 4 (Critical): Immediate escalation to Executive Leadership

4. Risk Management & Compliance

4.1 Risk Assessment Framework

All AI initiatives must undergo risk assessment across the following dimensions:

• **Data Privacy & Security:** Protection of sensitive data, compliance with privacy regulations

• **Bias & Fairness:** Potential for discriminatory outcomes, fairness across demographics

• **Transparency & Explainability:** Ability to explain AI decisions to stakeholders

• **Safety & Reliability:** System robustness, failure modes, safety mechanisms

• **Regulatory Compliance:** Adherence to industry regulations and legal requirements

• **Reputational Risk:** Potential impact on brand and stakeholder trust

4.2 Compliance Requirements

Applicable Regulations:

• _____

• _____

• _____

Compliance Review Frequency: _____

Audit Schedule: _____

4.3 Risk Mitigation Strategies

Data Governance: _____

Model Validation: _____

Monitoring & Alerting: _____

Incident Response: _____

5. Ethics & Responsible AI Principles

5.1 Core Ethical Principles

Our organization commits to the following ethical principles for AI development and deployment:

1. Human-Centricity: AI systems augment human capabilities and preserve human agency in critical decisions.

2. Fairness & Non-Discrimination: AI systems are designed to avoid bias and ensure equitable treatment.

3. Transparency: AI decision-making processes are explainable and understandable to stakeholders.

4. Privacy & Security: Personal data is protected and used responsibly with appropriate safeguards.

5. Accountability: Clear ownership and responsibility for AI system outcomes.

6. Safety & Reliability: AI systems are robust, secure, and operate safely within defined parameters.

5.2 Ethical Review Process

All AI initiatives undergo ethical review before deployment:

- *Impact assessment completed*
- *Bias analysis conducted*
- *Stakeholder consultation performed*
- *Ethics Board review and approval obtained*
- *Monitoring plan established*

5.3 Prohibited Use Cases

Our organization prohibits AI use for:

- _____
- _____
- _____

6. AI Lifecycle Governance

6.1 Development & Testing

• Code review and version control requirements

• Testing standards (unit, integration, performance)

• Model validation and performance benchmarks

• Documentation requirements

6.2 Deployment & Operations

• Deployment approval process

• Production monitoring and alerting

• Performance tracking and reporting

• Incident response procedures

6.3 Monitoring & Maintenance

• Continuous performance monitoring

• Bias and fairness monitoring

• Model retraining schedule

• Decommissioning procedures

7. Data Governance

7.1 Data Quality Standards

Accuracy: _____

Completeness: _____

Consistency: _____

Timeliness: _____

7.2 Data Access & Security

Access Control Policy: _____

Data Classification: _____

Encryption Requirements: _____

Retention Policy: _____

7.3 Data Privacy

Privacy Impact Assessment: _____

Consent Management: _____

Data Minimization: _____

Right to Erasure: _____

8. Performance Metrics & Reporting

8.1 Key Performance Indicators

Business Value Metrics:

- _____
- _____

Technical Performance Metrics:

- _____
- _____

Governance Metrics:

- _____
- _____

8.2 Reporting Requirements

Monthly Reports: _____

Quarterly Reviews: _____

Annual Assessment: _____

9. Training & Awareness

9.1 Training Programs

Executive AI Literacy: _____

Technical Team Training: _____

Ethics & Compliance: _____

End User Training: _____

9.2 Awareness Initiatives

• Regular communication on AI initiatives and governance

• Success stories and lessons learned sharing

• Ethics and responsible AI campaigns

10. Framework Review & Updates

10.1 Review Schedule

Quarterly Reviews: Governance Committee reviews framework effectiveness

Annual Assessment: Comprehensive framework evaluation and updates

Trigger-based Reviews: Major incidents, regulatory changes, or strategic shifts

10.2 Amendment Process

1. Proposed changes submitted to AI Governance Committee

2. Impact assessment and stakeholder consultation

3. Committee review and approval

4. Communication and training on updates

5. Implementation and monitoring

11. Approval & Sign-off

Role	Name	Signature	Date
CEO	_____	_____	_____
Chief AI Officer	_____	_____	_____
Legal/Compliance	_____	_____	_____
AI Ethics Board Chair	_____	_____	_____

Note: This template is provided by The Intelligent Organization framework as a starting point. Customize all sections to reflect your organization's specific context, industry requirements, and regulatory obligations. Consult with legal and compliance experts to ensure alignment with applicable laws and regulations.