

AI Ownership & CoE Checklist

Who inside the business owns AI decisions day to day?

Governance without an owner decays inside a quarter. This list defines the function that runs intake, standards and review gates as teams scale.

DEFINE THE FUNCTION

- ☐ Name a single accountable owner for AI decisions.
- ☐ Publish an intake path for new AI use cases.
- ☐ Define the review gate: who approves, on what criteria, in what time.
- ☐ Set an escalation route for rejected or high-risk cases.

SET THE STANDARD

- ☐ Write the minimum bar for logging, evaluation and disclosure.
- ☐ Provide reference patterns engineers can copy instead of inventing.
- ☐ Define the vendor assessment checklist for new AI tooling.
- ☐ Agree what is explicitly out of bounds, and publish it.

MAKE IT STICK

- ☐ Enable executives, engineers and operations on the same standard.
- ☐ Track use cases through the gate with visible status.
- ☐ Report quarterly on adoption, exceptions and incidents.
- ☐ Review the standard against new regulation at a fixed cadence.

A/DVNT CoE™ builds this function internally rather than leaving it with a vendor — from \$85K.
See advnt.ai/ai-coe.