

The AI Leadership Decision Guide

Identify the opportunity / Check readiness / Define responsible use

USE THIS GUIDE BEFORE you approve, pilot, purchase, or expand an AI-assisted workflow. Follow your organization's security, privacy, legal, and technology policies.

01

Identify the opportunity

Start with a business need, not a tool.

Which specific task or performance problem could AI help address?

What would better results look like (quality, speed, access, cost)?

02

Check organizational readiness

Confirm your team and the proposed use are ready for a responsible pilot.

- ☐ The AI tool is approved or a formal approval path is identified.
- ☐ The team has suitable skills, training, and support.
- ☐ Input data can be used lawfully and under organizational policy.
- ☐ A process owner and a human reviewer have been identified.

What readiness gaps or approvals must be resolved first?

Assess Risks and Oversight

Evaluate potential harm before moving an AI solution into everyday work

03

Review practical risks

Mark each risk that needs investigation, then document safeguards.

- ☐ Accuracy: Could the tool produce incorrect or misleading outputs?
- ☐ Bias and fairness: Could different groups experience unequal outcomes?
- ☐ Privacy and confidentiality: Could sensitive information be exposed?
- ☐ Security and compliance: Could the workflow violate policy or obligations?
- ☐ Employee impact: Could the change alter workload, autonomy, or trust?

Highest-priority risk and potential consequence

Safeguard or action needed before a pilot

04

Assign human oversight

AI can inform decisions; a responsible person remains accountable.

Who reviews outputs, approves decisions, and handles escalations?

Decide, Pilot, and Review

Turn the analysis into an accountable decision and measurable next steps

05

AI Decision Readiness Check

Choose a path based on the evidence you documented.

☐ **PROCEED** Approved use, manageable risks, qualified review, and clear success measures.

☐ **PILOT** Some uncertainty remains; test with limited scope and defined safeguards.

☐ **PAUSE** Unresolved privacy, security, fairness, accuracy, or ownership concerns.

Selected path and the reasoning behind it

06

Set up the pilot or next steps

Make the work small enough to monitor, with defined responsibility.

ACTION / SAFEGUARD	OWNER	DUE DATE

07

Review outcomes

Measure quality and impact; revisit the decision if conditions change.

Success measure: _____ Review date: _____