HOW-TO GUIDE ON

AI GOVERNANCE

A to-do list for starting your responsible AI journey

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Step 1

Assemble a cross functional committee

- [ ] Ensure you have a diverse and multi-disciplinary team having legal, technical, compliance, product, and/or ethical expertise
- [ ] Develop a charter and remit to ensure the committee has power to affect change over company products and processes

Step 2

Develop and publish AI ethics principles

- [ ] Based on broader corporate values, develop a statement of values, principles, and ethical commitments to responsible AI
- [ ] Publish and promote these commitments internally, with a focus on building capacity within relevant divisions (e.g., responsible AI ambassadors)

Step 3

Start an inventory of all algorithmic systems

- [ ] Construct an inventory of all automated decision systems (ADS) used by your organization, including both internal and procured
- [ ] Develop or procure tooling to make this inventory dynamic, versioned, visible, and assessable to the committee and ADS owners

Step 4

Deploy a first round of minimal policies and procedures

- [ ] Develop a risk review process (ethical, compliance, reputational, liability, etc.), and establish triggers for when a review should take place
- [ ] Conduct an initial risk assessment for each ADS in your inventory and record and rank the ADS according to risk
- [ ] Establish risk-relevant metrics/KPIs for each ADS and a reporting cadence for the committee to review

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Table 1

Example policies list

Policy/Process	Stage/Trigger	Documentation	Accountable
Report bias KPIs (e.g., false-positive rate)	Monthly	Summary report with KPIs	Data science lead
Review risk	Product design, vendor change, or KPI beyond threshold	Meeting minutes or summary report	Governance committee
Explain the algorithm	New product deployment	Model card	Product owner
...	...	...	...

Table 2

Sample governance controls

Control	Potential Examples
Oversight & Accountability	Accountable executive, governance committee, internal and independent audit
Performance monitoring (in development)	Test driven development, validation KPIs
Performance monitoring (post deployment)	Dashboard, KPIs, weekly review
Risk/impact assessments	Ethical risk assessments, safety risk assessments
Diverse multi-stakeholder inputs	Cross-functional teams, affected stakeholder outreach
Bias testing	Systematic bias monitoring, independent audit
Internal documentation	Inventory, versioned testing reports and risk assessments
External documentation and narrative	Model cards, data sheets, explainability statements, ethical user guide
Ethical training	Code of ethics training, algorithm ethics for developers
Horizontal ("flat") communication & issue management	Anonymous risk reporting, systemic ethical challenge

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