

AI Governance Checklist for CIOs

Use this downloadable checklist to assess, strengthen, and operationalize AI governance across your enterprise.

01

AI Inventory & Visibility

- ☐ Maintain a centralized inventory of all AI tools, copilots, models, and agents in use.
- ☐ Identify and document shadow AI applications adopted without IT approval.
- ☐ Continuously monitor for newly introduced AI applications across the organization.

02

Ownership & Accountability

- ☐ Assign a designated business or technical owner to every AI system.
- ☐ Document accountability for governance, security, compliance, and operational performance.
- ☐ Establish clear escalation paths for AI-related incidents and policy violations.

03

Risk Assessment & Classification

- ☐ Categorize AI systems based on business impact, data sensitivity, and regulatory exposure.
- ☐ Apply stricter controls to high-risk AI applications and autonomous agents.
- ☐ Review AI risk classifications regularly as use cases evolve.

04

AI Vendor Governance

- ☐ Assess vendor security controls before adoption.
- ☐ Review data retention, privacy, and data-sharing practices.
- ☐ Verify relevant compliance certifications and regulatory commitments.
- ☐ Evaluate AI transparency, explainability, and risk management capabilities.

05

Access & Data Security

- ☐ Enforce least-privilege access for all AI users, tools, and agents.
- ☐ Restrict AI access to approved data sources and business functions.
- ☐ Regularly review permissions and remove excessive access rights.
- ☐ Monitor for unauthorized AI access to sensitive systems and data.

06

Sensitive Data Protection

- ☐ Identify customer, employee, financial, and proprietary data accessed by AI systems.
- ☐ Validate how AI applications collect, process, store, and share sensitive information.
- ☐ Ensure AI data handling aligns with enterprise security policies.
- ☐ Implement safeguards against data leakage and unauthorized disclosures.

07

Human Oversight & Control

- ☐ Define where human review or approval is required.
- ☐ Require oversight for business-critical decisions made by AI systems.
- ☐ Establish intervention mechanisms for autonomous AI agents.
- ☐ Document governance procedures for AI exceptions and overrides.

08

AI Cost & License Management

- ☐ Track AI subscriptions, licenses, and renewals.
- ☐ Monitor token consumption and AI platform spending.
- ☐ Identify overlapping or underutilized AI tools.
- ☐ Optimize licensing and usage to maximize AI investment value.

09

Continuous Monitoring

- ☐ Monitor for policy violations and non-compliant AI activity.
- ☐ Detect unusual AI usage patterns and behavioral anomalies.
- ☐ Track autonomous agent actions and outcomes.
- ☐ Review AI-generated outputs for accuracy, safety, and compliance risks.

10

Audit & Compliance Readiness

- ☐ Maintain records of AI approvals, risk assessments, and governance decisions.
- ☐ Document access reviews, policy updates, and configuration changes.
- ☐ Preserve evidence required for regulatory audits and internal reviews.
- ☐ Align governance controls with applicable regulations and standards.

11

Governance Program Improvement

- ☐ Regularly reassess AI risks and governance controls.
- ☐ Update policies as new AI technologies are adopted.
- ☐ Conduct periodic governance reviews with stakeholders.
- ☐ Address gaps identified through audits, assessments, or incidents.

12

AI Governance Operations

- ☐ Deploy a centralized platform to discover and manage AI applications.
- ☐ Continuously monitor AI usage across the enterprise.
- ☐ Enforce governance policies through automated controls.
- ☐ Maintain visibility, accountability, and compliance across the AI ecosystem.

AI Governance Readiness Score

SCORE	STATUS
0–10 checked	High Risk
11–20 checked	Needs Improvement
21–30 checked	Moderately Governed
31–40 checked	Well Governed
41+ checked	AI Governance Leader

GOAL

Ensure every AI application, user, agent, and data interaction is visible, governed, secure, and audit-ready.

Want continuous AI governance?

See how CloudFuze Manage helps you discover, monitor, and govern AI applications from a single platform.

Book a demo