

# AI Governance Starter Kit

A practical governance framework for deciding which AI tools are allowed, who approves them, and how risk is monitored.

<b>Audience</b>	Executive sponsors, compliance leads, IT leaders, and operations teams
<b>Best used for</b>	Planning, staff discussion, policy development, and responsible AI adoption decisions.
<b>Full guide</b>	Available from this resource page as a public download.

## What is inside

- Governance roles and responsibilities
- Approved tool catalog structure
- Vendor review workflow
- Data classification rules
- 90-day launch plan

## Sample guidance

This preview includes representative guidance from the full resource. Customize any templates or examples for your organization before adopting them.

### **1. Name an AI accountability owner.**

Why it matters: responsible AI works best when staff have clear boundaries, practical examples, and a defined human review step.

### **2. Create a simple approved-tool list before staff adoption grows.**

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### **3. Review high-impact use cases before launch, not after a problem occurs.**

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## Public-use note

Do not paste confidential client, resident, employee, health, financial, legal, or protected operational information into public AI tools. Use approved systems and written data-handling rules for sensitive work.

## Next steps

- Download the full guide from the resource page.
- Review the examples with leadership or the team that owns the workflow.
- Identify one low-risk process to pilot first.
- Create or update policy language before expanding use.
- Book a consultation if you want help tailoring this to your organization.

### **Need help applying this?**

Visit [aiimpactmaine.com/contact](https://aiimpactmaine.com/contact) to schedule a conversation with AI Impact Maine.