

The Responsible Innovation Blueprint

Your 8-week AI governance starter guide

AI is already in your organization, whether you approved it or not. This guide moves you from ad-hoc use to governance that protects clients, staff, and the organization. Page numbers point to the Action Toolkit.

THIS WEEK • YOUR FIRST THREE STEPS

1. Identify the AI tools already active in your organization.
2. Draft one sentence of your AI Use Statement.
3. Name your human-in-the-loop reviewer, your Head Chef.

Start on the **Your First Monday** page of the toolkit (p. 16). Three actions are enough to begin.

WEEKS 1-2

Discovery & Alignment

Shadow Kitchen Inventory, p. 6

- Survey staff anonymously about the tools they already use.
- Log each tool, the data it touches, and its risk level.
- Name your highest-risk tool and write your non-negotiables.

WEEKS 3-5

Drafting the Guardrails

Four templates, pp. 7-10

- **Three-Tier Acceptable Use Policy (p. 7).** Green approved, Yellow needs sign-off, Red prohibited.
- **Named Human Reviewers (p. 8).** By role in the policy, by name in practice.
- **AI Tool Request Form (p. 9).** The front door for every new tool.
- **Vendor Scorecard (p. 10).** STOP, CAUTION, GO for contracts.

WEEKS 6-7

Pilot & Board Approval

Board Brief, p. 12

- Run a two-week beta in one department and note the friction points.
- Score any tools used in the pilot.
- Bring the policy to your board, framed as protecting the mission. Boards approve protection.

WEEK 8+

Launch & Training

Three templates, pp. 13-15

- Publish your **AI Use Statement** (p. 13).
- Start your **Provenance Log** (p. 14).
- Put the **90-Day Policy Review** (p. 15) on the calendar.

While you draft: send the interim memo (p. 8) so staff have no-go zones from day one.

YOUR THREE FUNDER-READY ARTIFACTS

1. **AI Use Statement**
2. **Provenance Log**
3. **Board Brief**

Funders are starting to screen applications with AI. These three show you governed the risk first.

THE CORE RULE

AI assists. Humans author.

Every external AI-assisted output gets a named reviewer and a Provenance Log entry.

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Ask about the full two-day "AI for Impact" executive workshop for your board and leadership team. • General guidance, not legal advice. • © 2026 Kindred Impact LLC.