

AI Decision Boundary Checklist

A 10-minute pre-tool review for one regulated workflow

Choose one workflow. Define these boundaries before comparing models, vendors, or platforms. The goal is a reviewable operating decision, not a product shortlist.

WORKFLOW

OWNER

DECISION DATE

01

DATA

What the workflow can see and retain

- ☐ Inputs and outputs are named and classified.
- ☐ Authority to use each source is documented.
- ☐ Processing, storage, logging, and retention are acceptable.
- ☐ Anything outside the approved boundary is blocked or approved.

02

APPROVAL

Who may decide, act, and escalate

- ☐ Allowed, prohibited, and review-required actions are separated.
- ☐ The reviewer sees source, action, target, consequence, and uncertainty.
- ☐ Exceptions and escalations have an owner and time limit.
- ☐ Approval and execution evidence stays in the system of record.

03

RECOVERY

How control is restored after trouble

- ☐ The workflow can pause without losing control of queued work.
- ☐ Credentials, permissions, and delegated actions can be revoked.
- ☐ Outputs and downstream changes can be corrected or rolled back.
- ☐ Safe resume needs a named owner and current proof.

STOP BEFORE TOOL SELECTION

Any unchecked item is an open design question. Resolve the boundary before comparing models, vendors, or platforms.

PROCEED TO TOOL EVALUATION

Every required boundary has an owner and supporting evidence.

HOLD

Data authority, human stop, or recovery proof is unclear.

Turn the checklist into one reviewable decision

Capture the minimum evidence needed to explain what may proceed, under whose authority, and how it stops.

SAFE HANDLING

Keep examples general. Do not enter classified, CUI, proprietary, personal data, customer data, credentials, or security-sensitive information in this worksheet.

01 DATA DECISION

SOURCES + CLASSIFICATIONS

PERMITTED USE + DESTINATION

RETENTION / DELETION

DECISION OWNER

02 APPROVAL DECISION

ACTION REQUIRING REVIEW

NAMED APPROVER

EVIDENCE SHOWN

ESCALATION TRIGGER

03 RECOVERY DECISION

PAUSE TRIGGER

REVOCATION OWNER

ROLLBACK / CORRECTION

SAFE-RESUME TEST

EVIDENCE TO KEEP

- Workflow boundary + owner
- Approval record + shown evidence
- Data + permission map
- Recovery test + decision record

DECISION

☐ PROCEED ☐ PILOT WITH CONDITIONS ☐ HOLD

CONDITIONS / OPEN QUESTIONS

ACCOUNTABLE OWNER

REVIEW DATE

Planning checklist only. It does not determine legal, regulatory, contractual, privacy, cybersecurity, or compliance status. Tailor each decision to the actual workflow and governing obligations.