

The AI Governance Starter Kit: Your Day One Guide

A free artifact of AI GOVERNANCE CHAIN™. The WHAT and the WHY are free. The HOW, the WITH-YOU, and the DONE-FOR-YOU are the paid path.

Abbreviations and Acronyms

No prior knowledge is assumed. Every acronym used in this document is defined below.

AI: Artificial Intelligence

Who this is for

Any organization, from a 3-person team to a national ministry, that knows AI is now part of how it works and has no idea where to begin. You do not need a governance officer, a budget, or prior knowledge to start. You need one focused week.

Why this exists (the WHY)

Most organizations do not fail at AI governance because they choose the wrong framework. They fail because they never start. The work feels too large, too technical, and too abstract, so it is deferred until an incident forces it. This kit removes that paralysis by reducing week one to a small number of concrete, doable actions.

The WHAT: your first five days

Day 1 - Inventory. List every place AI is already used in your organization. Include purchased tools (chatbots, copilots, drafting assistants), embedded features in software you already pay for, and anything a team built. You cannot govern what you have not named. Most organizations are surprised by how long this list is.

Day 2 - Exposure. For each item on the list, answer one question: if this system gave a wrong, biased, or fabricated answer, who would be harmed and how badly? Mark each as low, medium, or high. This is your first risk triage. It takes an hour and tells you where to look first.

Day 3 - Ownership. For each medium and high item, name one accountable person. Not a committee. One name. Accountability without a name is accountability for no one. If you cannot name an owner, that is itself a finding.

Day 4 - The single most important habit. Choose your highest-exposure system and run one check: ask it a question you already know the answer to, then push back hard with a confident wrong correction. Does

it hold its ground, or does it cave and agree with you? A system that abandons a correct answer under pressure is a system that will tell your people what they want to hear. This is the sycophancy test, and it is the fastest way to see governance risk with your own eyes.

Day 5 - Decide the next step. You now have an inventory, a risk triage, named owners, and one observed failure mode. Write one page: what you found, what worries you most, and what you will do in the next 30 days. That page is the start of your governance program.

What you have after one week

You have moved from "we have no idea where to start" to "we have an inventory, a triage, owners, and a 30-day plan." That is further than most organizations get in a year.

Where the free layer ends and the paid path begins

This kit gives you the WHAT (the five actions) and the WHY (why starting matters more than choosing). It does not give you the HOW at depth: the full risk-scoring model, the control library, the operating cadence, and the role-by-role responsibilities.

- - For the structured HOW: the AI Governance Operating System (the end-to-end operating model).
- - For the WITH-YOU: The Governance Circle (ongoing guidance and templates).
- - For the DONE-FOR-YOU: the Pre-Scale Governance Audit (we run the assessment with you).

Start here, free, today. When you are ready to go deeper, the path is laid out for you.

Your next step: Get [The Governance Vault](https://www.aigovernancechain.com/storefront.html) in the Execution Library (www.aigovernancechain.com/storefront.html, section: Recurring programs). Every instrument in the Execution Library is also included in the [Governance Vault](#), the all-access annual licence.

AI GOVERNANCE CHAIN™

AI Governance Framework

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Document standard for AI GOVERNANCE CHAIN™: human-first AI governance.