

The AI Use-Case Intake Form

FREE asset

Tier 0

AI GOVERNANCE CHAIN™

The front door of governance. Capture every AI system before it ships, so nothing is governed too late.

Abbreviations and Acronyms

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

AI: Artificial Intelligence

The WHY

You cannot govern what you cannot see. The single most common governance failure is an AI system reaching production that no one formally reviewed. An intake form makes "register it first" the default.

The form (copy and use)

1. 1. System name and owner

- - Name of the system or use case:
- - Business owner (accountable person):
- - Technical owner:

1. 2. Purpose

- - What decision or task does it support?
- - Who relies on its output?

1. 3. Build or buy

- - Built in-house, or a third-party tool? If bought, name the vendor.

1. 4. Data

- - What data does it use? Any personal or sensitive data? (yes/no)

1. 5. Stakes

- - Could an error affect a person's rights, safety, money, or access to a service? (yes/no)
- - Is a human reviewing the output before it acts? (yes/no)

1. 6. Initial risk read

- - Based on the answers above, the likely tier is: minimal / limited / high / unacceptable.

What to do with a completed form

- - Minimal or limited: log it and proceed.
- - High: route to full review before launch.
- - Unacceptable: stop.

Where free ends and paid begins

- - FREE (what and why): this intake form and the routing logic.
- - PAID (how and with-you): the full intake-to-register workflow, automated triage, and the central inventory in the AI Governance Operating System (Tier C).

Your next step: Get the **EU AI Act Compliance Pack, Full Edition** in the Execution Library (www.aigovernancechain.com/storefront.html, section: The Flagship Packs). Every instrument in the Execution Library is also included in the **Governance Vault**, the all-access annual licence.

AI GOVERNANCE CHAIN™

AI Governance Framework

(c) 2026 Mathieu K. Gouanou. All rights reserved.

Member, Harvard Business Review Advisory Council.

Document standard: human-first AI governance.