AI Use and Permission Decision Workbook

Prepare a bounded AI-use decision with clear information, action and human-review responsibilities.

How to use these four pages

1. Describe one task, intended benefit and unsuitable-use condition.

2. Identify approved information and the exact connected actions.

3. Name the reviewer, release authority and person who can pause use.

4. Record trial observations, decision conditions and change triggers.

A practical working aid

Use the blank records for your own discussion. Examples are fictional, not client case studies. Print to complete by hand or adapt the prompts in your own document; this PDF is not a fillable form.

Keep completed records confidential. Use references to protected evidence rather than passwords, customer records or sensitive system details.

Online instructions and companion article

Read the guide

Read the article

Source guidance

NIST AI 600-1: Generative Artificial Intelligence Profile

NIST IR 8607: Cyber AI Profile Workshop #2 Summary

Resource content reviewed 19 November 2026. The source material informs the approach; no endorsement is implied. This worksheet supports planning and record-keeping. It does not authorise testing, certify compliance or replace an agreed specialist review.

Free to use and adapt within your business with the GRCPreneur acknowledgement retained.

A fictional worked example

Illustrative entries only. No real client, vendor result or completed implementation is claimed.

Record	Illustrative entry
Task	A fictional team drafts a summary from public supplier documents.
Information	Only the approved reference folder is available to the tool.
Actions	Internal drafting is permitted; sending messages is unavailable.
Review	A manager checks important claims against the original material.
Observation	A planned supplier feature is incorrectly described as available.
Decision	Owner reviews whether to revise, narrow or stop the trial.

Before using the blank pages

Agree who will review the record and what decision it supports. Mark assumptions, proposed actions and unverified claims clearly. Copy pages 3 and 4 when you need more space.

Your working record

Project / record ID: _____ Date: _____

Task, user and intended benefit

One use case, expected result and conditions that would make it unsuitable.

Information and service arrangements

Approved categories, source locations, handling terms and permissions.

Connected actions and authority

Read, draft, edit, delete or send; identify approval boundaries.

Review and fallback

Who checks outputs, authorises use, pauses the tool and continues work?

Trial result and next decision

Observed benefits, errors, conditions, approver and review trigger.

Use protected evidence references. Do not enter credentials or confidential customer details.

AI-use observations and decisions

Related record / requirement: _____ Review date: _____

Task / observation	Evidence / limitation	Reviewer / action	Decision / conditions

Review before the next decision

- The record covers a task rather than a blanket product approval.
- Information access and connected actions are separately defined.
- Reviewers and the pause route are named.
- The approved scope, trial limits and change triggers are recorded.

Decision, authority and next checkpoint

Proceed / revise / defer / stop. State the decision scope, conditions, approver and date.

A completed record documents a review. Approval applies only to the stated scope and does not establish that untested work has succeeded.