

## Appendix: Audit Templates and Worksheets

The seven worksheets that follow convert the frameworks introduced across Chapters 4 through 12 into practical, fillable forms. Each one is designed for repeated use. Most leadership teams will run the first iteration of these worksheets during the initial 90-day audit described in Chapter 3, then re-run them on the cadence established by the AI Operating Calendar™ in Chapter 12.

The five per-tool worksheets (Templates 1 through 4 and Template 6) are structured as one tool per page. Photocopy each form as many times as needed and complete one per AI tool in active use. The two checklist worksheets (Templates 5 and 7) consolidate fixed governance and review rhythms onto a single working page.

The worksheets are sequenced in the order a leadership team would typically work through them: inventory first, then cost, then performance, then risk, then governance, then alignment, then the recurring rhythm that holds the system together.

*Download editable spreadsheet versions of all seven templates, plus a free 90-day audit guide, at [SRJConsultingServices.com/books](https://SRJConsultingServices.com/books).*

## TEMPLATE 1

# AI Tool Inventory Worksheet™

Use this worksheet to build a complete inventory of every AI tool, platform, browser extension, and embedded AI feature operating across your business. Complete one form per tool. Most leadership teams discover two to four times more tools than they expected. That discovery is the point. Run this worksheet first, before any other.

Photocopy this page as many times as needed, one form per AI tool.

<b>Tool Name</b>	
<b>Department / Owner</b>	
<b>Function / Purpose</b>	
<b>Subscription Type</b>	<input type="checkbox"/> <i>Individual</i> <input type="checkbox"/> <i>Team</i> <input type="checkbox"/> <i>Enterprise</i> <input type="checkbox"/> <i>Free</i>
<b>Monthly Cost</b>	\$
<b>Data Sensitivity</b>	<input type="checkbox"/> <i>Public</i> <input type="checkbox"/> <i>Internal</i> <input type="checkbox"/> <i>Confidential</i> <input type="checkbox"/> <i>Regulated</i>
<b>Approval Status</b>	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Provisional</i> <input type="checkbox"/> <i>Shadow</i>
<b>Date Discovered</b>	
<b>Notes</b>	

## TEMPLATE 2

# AI Cost Map Worksheet

For each tool, calculate the true total cost of ownership. The subscription cost is rarely the largest line. Indirect labor, integration cost, and variable usage charges typically add thirty to seventy percent to the subscription figure. Complete all cost lines before calculating the monthly total.

Photocopy this page as many times as needed, one form per AI tool.

<b>Tool Name</b>	
<b>Direct Subscription</b>	\$ <i>per month</i>
<b>Per-Seat Licenses</b>	<i>seats</i> × \$      = \$
<b>Variable Usage</b>	\$ <i>per month (average)</i>
<b>Integration &amp; Setup</b>	\$ <i>amortized monthly</i>
<b>Indirect Labor</b>	<i>hours</i> × \$      = \$
<b>Other Costs</b>	\$
<b>Total Monthly Cost</b>	\$
<b>Annual Total</b>	\$
<b>Notes</b>	

### TEMPLATE 3

## AI Performance Scorecard™

Score each tool across the four performance dimensions, zero to twenty-five points per dimension, for a one hundred point total. Scores below sixty indicate a tool that is not earning its place. Scores between sixty and eighty indicate a tool worth keeping but worth examining. Scores above eighty indicate a tool producing measurable value. Re-score quarterly.

Photocopy this page as many times as needed, one form per AI tool.

<b>Tool Name</b>	
<b>Time Savings (0–25)</b>	Score:      Justification:
<b>Cost Impact (0–25)</b>	Score:      Justification:
<b>Output Quality (0–25)</b>	Score:      Justification:
<b>Strategic Contribution (0–25)</b>	Score:      Justification:
<b>Total Score (0–100)</b>	
<b>Interpretation</b>	<input type="checkbox"/> Below 60 <input type="checkbox"/> 60–80 <input type="checkbox"/> Above 80
<b>Recommended Action</b>	<input type="checkbox"/> Retire <input type="checkbox"/> Examine <input type="checkbox"/> Expand
<b>Notes</b>	

**TEMPLATE 4**

# AI Operational Risk Assessment™

Classify each tool across the four operational risk categories. Mark each as Low, Medium, or High. Tools carrying two or more High classifications require immediate governance attention. Tools carrying any High classification require documented mitigation. Re-assess at every quarterly governance review.

Photocopy this page as many times as needed, one form per AI tool.

<b>Tool Name</b>	
<b>Data Risk</b>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High Notes:
<b>Decision Risk</b>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High Notes:
<b>Vendor Dependency Risk</b>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High Notes:
<b>Compliance Risk</b>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High Notes:
<b>Overall Classification</b>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
<b>Action Owner</b>	
<b>Target Completion</b>	
<b>Mitigation Required</b>	

## TEMPLATE 5

# AI Governance Gap Analysis

Walk through each governance control and mark the current state. Most organizations in the first audit cycle will mark five to seven of the categories as None or Partial. Document the gap, assign an owner, and set a target close date. Re-run annually as a complete governance health check.

Photocopy this page as many times as needed, one form per AI tool.

Governance Control	State	Owner	Target
Written AI Policy	<input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> C		
Approval Process for New Tools	<input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> C		
Data Handling Standards	<input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> C		
Accountability Assignment	<input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> C		
Recurring Review Cadence	<input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> C		
Vendor Management Standards	<input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> C		
Incident Response Protocol	<input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> C		
Employee Training	<input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> C		
Shadow AI Detection	<input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> C		
Output Review Procedures	<input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> C		

Cost Approval Thresholds	<input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> C		
Annual Governance Review	<input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> C		

State key: N = None P = Partial C = Complete

**TEMPLATE 6**

**Outcome Alignment Map™**

*For each tool in the inventory, document the specific business priority it serves, the measurable outcome that justifies its continued use, and the strategic tier it occupies. Tools in the Critical tier must be re-evaluated quarterly. Tools in the Operational tier semi-annually. Tools in the Supplemental tier annually or when costs change.*

Photocopy this page as many times as needed, one form per AI tool.

<b>Tool Name</b>	
<b>Business Priority Served</b>	
<b>Measurable Outcome</b>	
<b>Strategic Tier</b>	<input type="checkbox"/> <i>Critical</i> <input type="checkbox"/> <i>Operational</i> <input type="checkbox"/> <i>Supplemental</i>
<b>Next Re-evaluation</b>	
<b>Reviewed By</b>	
<b>Notes</b>	

## TEMPLATE 7

# AI Operating Calendar™

Establish the recurring governance rhythm that converts the audit from a one-time exercise into a permanent management discipline. Schedule each review at a fixed date, assign an accountable owner, and document the expected output. The Calendar is the single most important worksheet in the Appendix. Without it, the framework collapses back into ad-hoc activity.

Photocopy this page as many times as needed, one form per AI tool.

Review Type	Cadence	Next Date	Owner
Monthly Inventory Review	<i>Monthly</i>		
Monthly Cost Review	<i>Monthly</i>		
Quarterly Performance Review	<i>Quarterly</i>		
Quarterly Risk Re-Assessment	<i>Quarterly</i>		
Quarterly Alignment Review	<i>Quarterly</i>		
Semi-Annual Vendor Review	<i>Semi-Annual</i>		
Annual Governance Policy Review	<i>Annual</i>		
Annual Full Audit Re-Run	<i>Annual</i>		
Triggered Incident Review	<i>As Needed</i>		

## Using the Worksheets

The seven worksheets are designed to work as a sequenced system, not as independent tools. Template 1 (Inventory) feeds Templates 2 through 6. Template 7 (Operating Calendar) holds the rhythm that triggers all the others.

Most leadership teams complete the first iteration across two weeks of focused work, then settle into the recurring rhythm captured in the Calendar. The cumulative time investment after the first cycle is approximately four to six hours of leadership time per quarter, less than the time most companies already spend on AI-related decisions made without a framework.

*Updated spreadsheet versions of all seven worksheets, plus a free 90-day audit guide, are available at [SRJConsultingServices.com/books](https://SRJConsultingServices.com/books).*