

AI Implementation Document Organizer

A controlled index for evidence, decisions, access and operating records.

INTELLIGENT SYSTEMS. PRACTICAL RESULTS.

How this asset operates

Funnel stage	Readiness through managed operations
Audience	Project managers, sponsors, technical and risk owners
Trigger	An AI initiative needs a shared evidence structure
Objective	Make authoritative documents and owners findable
Primary CTA	Create the index before project work expands
Delivery method	PDF organizer and project workspace reference
CRM action	Link project document index and owners
Follow-up	Review at each gate and archive according to policy
Compliance	Do not use the organizer as the storage system for secrets or sensitive data. Apply access and retention controls in the approved repository.
KPI	Document completeness, decision traceability and access accuracy

Record links to the approved repository. Do not paste credentials, secrets or sensitive data into this worksheet.

Business and workflow

Document	Owner	Location	Version	Status
Business case				
Workflow map				
Baseline evidence				
Stakeholder / RACI				
Decision roadmap				

Architecture and data

Document	Owner	Location	Version	Status
Architecture decision record				
Data inventory / classification				
Integration specification				
Vendor / subprocessor review				
Threat / risk assessment				

Evaluation and controls

Document	Owner	Location	Version	Status
Evaluation plan and test set				
Agent control matrix				
Human approval design				
Incident response / rollback				
Release approval				

Commercial and governance

Document	Owner	Location	Version	Status
Agreement and SOW				
Security / privacy approvals				
Decision log				
Risk and issue log				
Access register				

Operations

Document	Owner	Location	Version	Status
Runbook				
Monitoring / evaluation report				
Incident records				
Change / release records				
Renewal evidence pack				

Decision record and limitations

Decision or conclusion

Evidence supporting the decision

Material limitations and assumptions

Accountable owner

Review date

Important

Do not use the organizer as the storage system for secrets or sensitive data. Apply access and retention controls in the approved repository.

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