

A clearer starting point.

Choose one team or workflow. Mark what is in place today, then take the online assessment for a three-step plan and a local backup you can import into the paid toolkit.

YOUR SCOPE

Organisation

Team / workflow

Owner / role

MARK ONE ANSWER FOR EACH QUESTION

In place Partly Missing Unsure

01 / ACCOUNTABILITY

Who is accountable for decisions about AI use?

☐ In place ☐ Partly ☐ Missing ☐ Unsure

02 / INVENTORY

Can you list the AI tools and AI-enabled services your team uses?

☐ In place ☐ Partly ☐ Missing ☐ Unsure

03 / INFORMATION

Do you know where customer or confidential information enters AI tools?

☐ In place ☐ Partly ☐ Missing ☐ Unsure

04 / APPROVAL

Who approves a new tool or a significant change in its use?

☐ In place ☐ Partly ☐ Missing ☐ Unsure

05 / WORKING RULES

Can staff find practical rules for what they may put into AI tools?

☐ In place ☐ Partly ☐ Missing ☐ Unsure

06 / RISK AND IMPACT

Have you considered risks and possible effects on people?

☐ In place ☐ Partly ☐ Missing ☐ Unsure

07 / SUPPLIERS

Who checks an AI supplier's terms, data handling, and controls?

☐ In place ☐ Partly ☐ Missing ☐ Unsure

08 / HUMAN REVIEW

Where is human review needed, and who performs it?

☐ In place ☐ Partly ☐ Missing ☐ Unsure

09 / ISSUES

How can someone report an AI-related mistake or incident?

☐ In place ☐ Partly ☐ Missing ☐ Unsure

10 / TRAINING

Can you show that relevant staff received guidance?

☐ In place ☐ Partly ☐ Missing ☐ Unsure

11 / FOLLOW-THROUGH

Are open actions assigned and reviewed on agreed dates?

☐ In place ☐ Partly ☐ Missing ☐ Unsure

12 / EVIDENCE

Could you locate evidence supporting your answers if a customer asked?

☐ In place ☐ Partly ☐ Missing ☐ Unsure

YOUR NEXT STEP

Complete this online to get your tailored plan. Save the local JSON backup, then import it into the paid dashboard when you are ready to build the program.

Complete online

Explore the kits

Get consulting help

extrasphere.com/assessment
extrasphere.com/kits
extrasphere.com/consulting