

Get Started with AI Governance: Your First 30 Days

row edition v1.0 — reworked for the three-part series

You don't need a committee, a budget, or a consultant to start governing AI. You need an inventory, a line you won't cross, five sentences people will actually read, and the habit of keeping receipts. Thirty days, four moves.

WEEK 1

See what you have

GET TO YES

- Inventory every place AI already touches your work — including the tools nobody asked permission to use. **Shadow use counts double.** Always-on agents count too: Microsoft's new Copilot “autopilots” become shadow use the moment nobody owns them.
- Name **the line you hold**: the one decision you will never fully delegate to a machine.
- Put one person's name next to the inventory. Governance without an owner is a poster.

WEEK 2

Write the five sentences

GET TO YES

A policy people read beats a policy lawyers admire. Five sentences:

1. What we use AI for.
2. What we never use it for.
3. Who approves exceptions.
4. How we label AI-made work.
5. Where the receipts live.

Share it with the five loudest skeptics you know. Ask what's wrong with it. Fix that.

WEEK 3

Raise defenses, keep receipts

STAY AT YES

- Run the HARMS worksheet on your top three AI uses (Humans affected · Adverse outcome · Risk defenses · Mitigation & owner · Signal & receipt).
- Add one defense per use — and remember the rule from the workshop: **never lower a guardrail without raising a defense somewhere else.**
- Define the receipt that proves each defense worked, and where it's kept.

WEEK 4

Rehearse recovery

RECOVER TO YES

- Tabletop one failure — borrow a failure card from the workshop, including the Spokane fire cards: the fake evacuation map, the scam donation site, the cloned voice. Who notices, who acts, what evidence exists, who tells the people affected?
- Fix your weakest layer — the one nobody owned.
- Put a 90-day review on the calendar before the energy fades.

DAY 30

You're done when you can check all seven

- ☐ AI inventory exists (shadow use included)
- ☐ The line we hold is written down
- ☐ Five-sentence policy shared and marked up
- ☐ Three HARMS worksheets completed
- ☐ One new defense per top use
- ☐ Receipts have a home
- ☐ Recovery rehearsed and next review scheduled

Built for "AI GovOps: A Three-Part Learning Series" (Cool Tools · AI in Action · Know the Rules) at NCW AI Expo 2026 · AiGovOps Foundation · Get to Yes. Stay at Yes. Recover to Yes. Companion downloads: First-30-Days Checklist · HARMS Worksheet · Layers Placemat — <https://aigovops-foundation.github.io/aigovops-ncw-ai-camp/checklist.html>