

Use-Case Intake and Triage Governance Document

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Table of Contents

Use-Case Intake and Triage Governance Document.....1

AI Use-Case Intake and Triage Procedure.....1

1. Purpose..... 1

2. Scope..... 1

2.1 Included Activities..... 1

2.2 Covered AI Applications..... 2

2.3 Organizational Coverage..... 2

3. Requirements..... 2

3.1 Intake Form Completion..... 2

3.2 Triage Scoring Methodology..... 2

3.3 Two-Lane Review Process..... 3

3.4 Service Level Agreements..... 3

3.5 Decision Documentation Requirements..... 3

4. Roles and Responsibilities..... 3

4.1 RACI Matrix..... 3

4.2 Role Definitions..... 4

5. Implementation Procedures..... 5

5.1 Submission Process..... 5

5.2 Triage Assessment Process..... 5

5.3 Review Lane Assignment..... 6

5.4 Priority Ranking Framework..... 6

6. Standards and Compliance Framework..... 6

6.1 ISO 42001:2023 Alignment..... 6

6.2 NIST AI RMF Integration..... 7

7. Examples and Use Cases..... 7

7.1 Standard Lane Example: Customer Service Chatbot..... 7

7.2 Enhanced Lane Example: Credit Scoring Algorithm..... 8

8. Templates and Tools..... 8

8.1 Required Artifacts.....	8
8.2 Supporting Documentation Templates.....	9
9. Performance Monitoring and Metrics.....	9
9.1 Process Performance Indicators.....	9
9.2 Business Value Metrics.....	9
10. Governance and Continuous Improvement.....	10
10.1 Process Review and Updates.....	10
10.2 Change Management.....	10
10.3 Training and Competency.....	10
11. Related Documents and References.....	10
11.1 Organizational Policies.....	10
11.2 External Standards.....	10
11.3 Regulatory References.....	11

AI Use-Case Intake and Triage Procedure

1. Purpose

This procedure establishes standardized gates and processes for AI use-case evaluation, ensuring consistent application of ethical, privacy, and security considerations from the earliest stages of AI project conceptualization. The procedure provides a systematic framework for capturing, assessing, and prioritizing AI initiatives while maintaining alignment with organizational risk appetite and strategic objectives.

The procedure serves to:

- Establish uniform criteria for AI use-case evaluation across all business units
- Enable early identification and mitigation of ethical, privacy, and security risks
- Facilitate informed decision-making through structured risk assessment
- Ensure compliance with applicable AI governance frameworks and regulatory requirements
- Optimize resource allocation through systematic prioritization

2. Scope

This procedure applies to all AI-related initiatives from initial ideation through formal stage-gate approval and prioritization processes. The scope encompasses:

2.1 Included Activities

- Initial use-case concept submission and documentation
- Risk-based triage and classification
- Stakeholder consultation and review processes
- Priority scoring and ranking
- Stage-gate decision documentation