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THE HUMAN INTELLIGENCE PROJECT

PRACTICAL GUIDE 001

THE 10 POINT RESPONSIBLE AI ADOPTION CHECKLIST

A practical executive checklist mapped directly to the Ten Commitments.

FREE EDUCATIONAL RESOURCE

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The 10 Point Responsible AI Adoption Checklist

Artificial intelligence can improve speed, access, analysis, and productivity. It can also create new risks when organizations adopt it faster than they establish expectations for how it should be used. This checklist is designed to help leaders identify the questions that deserve an answer before AI becomes ordinary inside the organization.

HOW TO USE THIS RESOURCE

Work through the ten points with the people responsible for leadership, operations, technology, privacy, human resources, and customer experience. A No or Partly answer is not a failure. It simply identifies an area that needs attention.

THE HUMAN QUESTION

If an AI system makes the work easier, faster, or less expensive, what human responsibility still remains?

	THE CHECK	STATUS
01	Name a human owner <i>Ten Commitments: Commitments 4 and 10</i> Every meaningful AI use should have an identifiable person or team responsible for how the system is used and what happens when it fails. Leadership question: Can we name the person who is accountable for this use of AI?	☐ YES ☐ PARTLY ☐ NO ☐ N/A
02	Tell people when AI matters <i>Ten Commitments: Commitment 2</i> People should not be misled about whether they are dealing with a person or a machine when that distinction affects trust, consent, or expectations. Leadership question: Would a reasonable person want to know that AI played a meaningful role here?	☐ YES ☐ PARTLY ☐ NO ☐ N/A
03	Protect private information <i>Ten Commitments: Commitment 3</i> Do not place sensitive, confidential, personal, or proprietary information into AI systems without understanding where the information goes, how it is retained, and who may access it. Leadership question: Do we know what information employees are allowed to enter into each approved AI tool?	☐ YES ☐ PARTLY ☐ NO ☐ N/A
04	Keep humans in consequential decisions <i>Ten Commitments: Commitments 4 and 5</i> AI may assist with high impact decisions, but a qualified person should review the information, understand the basis for the recommendation, and have authority to change the outcome. Leadership question: Can a real person review, explain, and reverse this decision?	☐ YES ☐ PARTLY ☐ NO ☐ N/A

05	Test for unequal harm <i>Ten Commitments: Commitment 6</i> Good average performance can hide poor outcomes for particular groups, locations, languages, ages, disabilities, or circumstances. Leadership question: Have we looked for who may be harmed even when the system performs well overall?	☐ YES ☐ PARTLY ☐ NO ☐ N/A
06	Set clear boundaries <i>Ten Commitments: Commitment 7</i> Some uses should be prohibited even if a system is technically capable of performing them. Organizations should decide those limits before a difficult situation arises. Leadership question: What will we not use AI to do?	☐ YES ☐ PARTLY ☐ NO ☐ N/A
07	Consider the people beyond the user <i>Ten Commitments: Commitment 8</i> AI decisions can affect employees, customers, vendors, communities, creators, and people who never interacted with the system directly. Leadership question: Who else bears the cost, risk, or consequence of this use?	☐ YES ☐ PARTLY ☐ NO ☐ N/A
08	Measure more than speed <i>Ten Commitments: Commitment 9</i> Efficiency is useful, but it is not the same as better judgment, better service, better learning, or a better human outcome. Leadership question: What human outcome are we trying to improve, not merely accelerate?	☐ YES ☐ PARTLY ☐ NO ☐ N/A
09	Verify important outputs <i>Ten Commitments: Commitments 4 and 6</i> AI can produce incorrect, incomplete, outdated, or fabricated information. Verification should increase with the consequence of being wrong. Leadership question: What must be checked before anyone relies on this output?	☐ YES ☐ PARTLY ☐ NO ☐ N/A
10	Review and revise <i>Ten Commitments: Commitment 10</i> AI changes quickly. Policies, approved tools, risk assumptions, and employee practices should be reviewed regularly instead of being treated as permanent. Leadership question: When will we revisit this decision, and what would cause us to change course?	☐ YES ☐ PARTLY ☐ NO ☐ N/A

What to do with your answers

Circle the three items that deserve attention first. For each one, identify an owner, one immediate action, and a date to revisit the issue. Responsible adoption usually improves through a series of clear decisions rather than one large policy.

PRIORITY	FIRST ACTION	OWNER / REVIEW DATE

A NOTE ABOUT THIS CHECKLIST

This is a free educational resource from Unautomated.org. It is meant to support discussion and better judgment. It is not legal, regulatory, cybersecurity, employment, or professional advice. Organizations should adapt their practices to their work, people, obligations, and jurisdiction.

Leadership conversation

- Which No or Partly answer could create the greatest human consequence if we ignore it?
- Which gap can we correct immediately without buying new technology?
- Which AI use needs a named human owner before it expands?
- What practice should we stop until we understand it better?

Our next review

Date: _____ Owner: _____ People to include: _____