

AI Inventory Worksheet

For: Function leads · Type: Worksheet

TEAM / FUNCTION _____

COMPLETED BY / DATE _____

Map every AI tool your team uses today, classify each one by autonomy, and spot gaps in ownership or data boundaries.

How to use it

- 1 List every AI tool in use across your team or function, including ones people use informally that IT hasn't signed off on. Mark those as **"Informal"** in the Status column.
- 2 Classify each tool by type. The test is **who controls the work**, as shown on the right.
- 3 Flag any tool with no named owner or an unclear data boundary, and assign an owner to each.

STEP 2 · WHO CONTROLS THE WORK

Prompt tool

The user directs every step.

Copilot

The user directs the task and reviews suggestions.

Agent

The tool completes a defined task within set boundaries.

Agentic AI system

The system coordinates multiple agents under established governance.

Your AI inventory

AI tool / vendor	Business purpose	Status Sanctioned / Pilot / Informal	Type Prompt tool / Copilot / Agent / Agentic AI system	Business owner	Technical owner	Data it touches	Data boundary clear? Y/N	Can it be switched off today? Y/N	Human approval required? Y/N	Risk level H/M/L
EXAMPLE Sales enablement chatbot	First-pass call prep	Sanctioned	Copilot			CRM notes	Y		Y	M

NEXT Pick one system from this inventory and score it with the **RAIL Self-Grading Scorecard**.