



AI Governance Starter Guide

Step 1

Review the 0-to-90 AI Governance framework

The GovAI Coalition's plug-and-play resources can help you take your AI governance program from 0 to 90. The framework provides a high-level overview of the Coalition's governance resources and how they can be used in conjunction with one another.

Governance Framework

1

How do I prepare my agency to use and govern AI?

- AI Policy
- AI Governance Handbook
- AI Upskilling Course

2

What can I do with AI that adds value?

- Public Procurement Government AI Applications
- Quick AI Assistants for Government Agencies
- Use Cases Repository

3

Who can I work with for good, responsible AI solutions?

- AI Registry
- AI Contract Hub

4

How do I ensure vendors follow my expectations?

- Vendor Agreement
- Guide to Measuring AI Performance

5

How do I prepare for when things go wrong?

- AI Incident Response Plan Template

Step 2

Identify the AI-related roles in your organization.

Identify the people that fit the following roles: someone who handles cybersecurity, someone who handles legal issues, someone who handles purchasing, someone who oversees technology, and someone willing to be the organization's AI expert. The AI expert doesn't need to be an expert on AI today, but can gain the necessary skills through the Coalition.

Note on AI expert:

The AI expert will typically be someone in the agency who is close to data and/or privacy initiatives. For example, a data manager, privacy officer, tech policy lead, or other person willing to learn would suit the AI expert role.

Step 3

Align on the AI Policy within your organization

Discuss the AI Policy with relevant stakeholders. Align with your executive sponsor and broader leadership on your agency's responsible AI principles and overall approach to AI governance.

Note on AI Policy:

Consider what your organization's AI "red-lines" should be. Are there any applications of AI that do not align with your organization's values? If so, confirm with your departments that your organizations is not currently implementing those use cases, and add them to the Prohibited Uses section of the AI Policy. You can reach out to relevant departments, particularly Public Safety, using our [template](#).

Step 4

Share the AI governance resources with their respective experts

Ensure that the experts in your organizations are familiar with their respective AI governance role and related resources. To access the below resources, visit the [GovAI Coalition Templates as Resources webpage](#).

Leadership	<ul style="list-style-type: none">• AI Policy• Key Questions for Government Leaders to Ask When Considering the Use of AI Systems
AI Expert(s)	<ul style="list-style-type: none">• AI Governance Handbook
Procurement & Legal	<ul style="list-style-type: none">• AI FactSheet (Examples, Introductory video)• Vendor Agreement• AI Registry• AI Contract Hub• Buyer's Guide to Enterprise GenAI Tools• Guide to Measuring AI Performance
Cybersecurity	<ul style="list-style-type: none">• AI Incident Response Plan

Step 5

Work with your departments to explore AI applications

Explore the Coalition's list of common AI applications and the Use Case Guide examples to identify potential helpful AI application for your organization. Use the Use Case Guide template and the Coalition's shared data hub to plan and execute AI projects. The Coalition also offers guidance and resources for specific use cases, including AI translation (see: model and data), road safety detection, and training your own AI model.

Step 6

Begin training your organization's staff on how to use AI

Staff with no prior AI experience can build their own AI assistants through the AI Upskilling Course created by SJSU and the City of San José. Update your cybersecurity training with a new module on AI-powered cyberthreats, including deepfakes. For public safety staff, share the AI for Fire Department training.

Step 7

Share your AI governance experience with the Coalition

Once your organization had adopted an AI Policy, upload it to the AI Policy Repository so other members can learn from your organization.

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