

NIST AI RMF One-Page Worksheet for Small Teams

Govern, Map, Measure, Manage on one page. Based on NIST AI 100-1 (AI RMF 1.0). Bracketed numbers are the AI RMF subcategories each block or field supports.

1. GOVERN: who owns AI risk and what the rules are

AI risk owner [Govern 2.3]		Date completed	
AI acceptable-use policy adopted on [Govern 1.2, 2.1]		Approved-tool list kept at	
How staff report an AI problem [Govern 2.1, 4.3]		Next review date [Govern 1.5]	

2. AI USE REGISTER: one row per AI tool or AI feature, approved or not [Govern 1.6, Map 1.1, Map 4.1, Govern 6.1, Measure 1.1, Measure 2.5, Manage 1.3, Manage 3.1]

AI tool or feature	Used for	Data it touches	Whose outcome it affects	High impact? Y/N	Vendor terms checked (training on our inputs? data location? who owns output? BAA if health data?) + date	Tested how, result, date (high impact only)	Response + control	Owner
Example: AI meeting-notes feature in our video-call software	Summaries of client calls	Client names, project details	Clients (summaries are emailed to them)	Y	Training: [Y/N]; data in: [country]; output: ours; per contract, checked [date]	Compared 3 summaries to the recordings; 1 wrong action item, [date]	Mitigate: host reads and corrects every summary before it is sent	[Name]

High impact = a wrong or leaked output could hurt a customer, cost money, affect a hiring or employment decision, or breach a contract or regulation. Response options [Manage 1.3]: mitigate (add a control such as human review), transfer (for example by contract or insurance), avoid (do not use AI for this task) or accept (the owner signs off). For HIPAA- or GxP-regulated uses, follow your existing compliance and quality approval process.

3. AI INCIDENT LOG [Manage 2.4, 4.3]: anyone may stop using a tool for a task; tell the owner and anyone affected. *Regulated incidents also follow your breach or deviation procedure.

Date	Tool	What happened	Action taken and by whom	Who was told (customer, vendor)*

4. QUARTERLY REVIEW [Govern 1.5, Measure 3.1, Manage 3.1]

- ☐ New tools and new AI features in existing software added to the register
- ☐ High-impact uses re-tested, or changes since the last test noted
- ☐ Vendor terms re-checked for tools whose terms or settings changed
- ☐ Incidents reviewed and closed; policy still matches how we work

Reviewed by _____ on _____