

Pragy Responsible AI Starter Kit

Illustrative Toolkit Preview

Northstar Services Group - fictional illustrative organization

A synthetic preview of editable operational templates for making AI use visible, classifying use-case risk, applying human review, recording decisions, managing incidents and building a 90-day governance roadmap.

Preview boundary
No client data, testimonials, financial savings, compliance claims or vendor endorsement.
Actual files, controls, scope and review requirements must be adapted to the organization.

2. Toolkit map

The protected Starter Kit contains 61 files across ten operating-resource groups plus license and version notes.

Resource group	Example outputs
Start Here	Quick start, file index, first 30 days
Governance Foundation	Principles, acceptable use, charter, RACI, decisions
Use Case Intake and Risk	Intake, inventory, classification, approval
Data, Human Review and Controls	Data, review, verification, fallback, traceability
Vendor and System Governance	Diligence, register, access, change, renewal
Incident, Benefit and Monitoring	Incidents, monitoring, scorecard, retirement
Communication and Training	Messages, guide, training, knowledge check
Implementation and Facilitation	Roadmap, plan, canvases and working session
Illustrative examples	Synthetic Northstar records only

3. Responsible-AI principles

Principles become useful when each can be translated into an owner, control, decision and review record.

Illustrative principles

- Purpose and benefit
- Proportionality
- Human accountability
- Transparency and traceability
- Data responsibility
- Reliability and verification
- Fairness and stakeholder care
- Security and resilience
- Learning and review

Approval prompts

- Who owns this principle?
- What operating evidence demonstrates it?
- When is specialist review required?
- How often is it reviewed?

4. Use-case intake preview

A bounded intake record gives reviewers enough operating context without asking users to submit sensitive production information.

Field	Illustrative Northstar entry
Use case	Service request classification
Purpose	Suggest category and routing for an agent to confirm
Accountable owner	Service operations owner
Affected stakeholders	Customers and service agents
Data	Minimized service request text in a controlled pilot
Human review	Agent confirms or changes every category
Fallback	Manual triage queue
Requested decision	Proceed to Tier 2 pilot review

5. Four-tier risk preview

Scores support discussion; they do not replace judgement, specialist review or a stop decision.

Classification dimensions

- Operational impact
- Stakeholder and decision impact
- Data sensitivity
- Autonomy and integration
- Control uncertainty

Tier	Operating meaning	Typical route
Tier 1	Low operational impact	Standard controls and delegated review
Tier 2	Moderate business impact	Documented owner review and monitoring
Tier 3	High business or stakeholder impact	Specialist and executive review
Tier 4	Prohibited or pause	Stop and escalate until resolved

6. Data-use checklist

The checklist makes source approval, minimization, restrictions and traceability explicit.

Question	Northstar status	Action
Approved source and purpose?	Yes	Retain source reference
Data minimized?	In progress	Remove free-form attachments
Personal or regulated data?	No for pilot	Block unsupported fields
Retention and provider use understood?	Under specialist review	Complete vendor evidence
Traceability available?	Yes	Link record and version

7. Human-review checklist

A reviewer needs authority, competence, evidence, time and a clear standard for accepting, rejecting or escalating output.

Control	Illustrative design
Authority	Agent may reject or change the suggested category
Competence	Trained service agents know routing rules
Evidence	Request text and approved category definitions are visible
Acceptance criteria	Category matches request and routing rules
Low confidence	No automated routing; send to manual triage
Decision record	Confirmed or changed category retained

8. AI system register

The register connects system ownership and deployment conditions to approved use cases and lifecycle state.

System	Purpose	Owner	Data	Tier	Status
Northstar Assist	Approved policy retrieval	Technology owner	Policy text	Tier 1	Conditional
Northstar Route	Request category suggestion	Technology owner	Minimized request text	Tier 2	Pilot review

9. Vendor checklist

Vendor evidence is reviewed in proportion to the data, decisions, deployment and operational dependency.

Area	Question	Illustrative status
Service	What models, features and support are included?	Documented
Data	How are inputs, outputs, logs and retention handled?	Action open
Security	What access, incident and assurance controls apply?	Specialist review
Change	How are material changes notified?	Contract action
Resilience	Can operations continue or data be recovered?	Fallback tested

10. Incident log

Synthetic example: an internal retrieval answer referenced a superseded procedure; a user caught it before use.

No result claim

- This is a fictional structure example, not a client event, benchmark or proof of system performance.

ID	Severity	Containment	Root cause	Corrective action	Status
NSG-INC-001	1	Assistant paused; direct library fallback	Archived label missed in refresh	Source-state check and regression test	Closed

11. Benefit and risk tracker

Benefit evidence is reviewed alongside error, override, incident, data-quality and stakeholder evidence.

Measure	Type	Baseline	Target / threshold	Current	Status
Request triage time	Benefit	Illustrative	Defined during pilot	Not measured	Pending
Material category error	Risk	Illustrative	Threshold before approval	Not measured	Pending
Human override	Control	Illustrative	Monitoring band	Not measured	Pending

12. Governance RACI

Each decision needs one accountable role and practical responsibility, consultation and information routes.

Activity	Sponsor	Governance	Business	System	Specialists	Users
Principles and charter	A	R	C	C	C	I
Classify use case	I	C	A/R	C	C	C
Approve high impact	A	R	C	C	C	I
Implement controls	I	C	A	R	C	C
Incident and restore	A	R	C	R	C	I

13. 90-day roadmap

Northstar's fictional roadmap sequences visibility, controls and monitoring; dates and outputs are illustrative only.

Phase	Priority actions	Output
Days 1-30	Name sponsor; interim acceptable use; confirm inventories	Visible use and ownership
Days 31-60	Classify priorities; complete specialist review; test controls	Controlled initial use cases
Days 61-90	Train users; run scorecard; decide next roadmap	Evidence and governance rhythm

14. Working-session overview

A facilitated working session turns known use and governance gaps into decisions, owners and a 90-day action plan.

Suggested flow

- Context, objectives and decision rights
- Current AI use and visibility
- Use-case risk exercise
- Roles, controls and escalation
- 90-day roadmap
- Decisions, referrals and close

Outputs

- Initial use-case inventory and classifications
- Governance RACI
- Priority control and specialist-review actions
- Owned 90-day roadmap
- Decision and action log

15. Disclaimer and next step

This preview illustrates the structure of an operational starter toolkit. Actual governance, controls, review routes and terms depend on the organization and applicable context.

Important boundary

- Not legal, privacy, security, regulatory, employment, procurement, quality, safety or compliance advice.
- Does not certify compliance, security, safety, fairness, accuracy or fitness for purpose.
- Does not replace professional review, accountable decisions, testing or monitoring.

Next step

- Review the public product scope and request a fit discussion.
- Do not submit passwords, credentials, personal data, patient information, regulated records or confidential production information through the website inquiry form.
- Digital delivery and payment remain unavailable until separate owner approval and readiness gates are complete.