CHRO Governance Checklist

What HR owns, what it shares, and what belongs to IT and legal. One page, every quarter.

How to use it. Check a line only if it is true today and you could show the evidence. A blank is a finding, not a failure. Run it once a quarter, alongside the Legal Watch, and bring the blanks to your enablement council. HR doesn't own the agents. The leader who owns the work owns the agent. HR owns the standard every agent and every leader runs on.

What HR owns

You set the standard and hold it

- ☐ Every agent in production has a completed Agent Job Description and a named owner in the business. **No. 4**
- ☐ The policy is written: no agent enters production without an Agent Job Description and a named owner. **Ch. 4**
- ☐ Every process in redesign has a Work Assignment Matrix, with an owner and a review date on every task. **No. 6**
- ☐ Leaders who run mixed teams were assessed on what they do under pressure, not on completion certificates. **No. 8**
- ☐ The four listening items are in the pulse and reported by team and by leader, beside the efficiency numbers. **No. 12**
- ☐ One view shows the cost of both halves of the workforce, the people and the agents. **Ch. 14**

What HR shares

With the business and finance

- ☐ The enablement council has four named seats and a named executive sponsor who answers exceptions. **No. 14**
- ☐ The ten rules that move employees' money each have five names and a next validation date. **No. 7**
- ☐ Every agent that touches an employment decision has a named person reviewing its pattern, not just its cases, on a dated schedule. **Ch. 7**
- ☐ No rollout multiplies without a Manager Readiness Review in front of it. **No. 9**
- ☐ Freed capacity has a named reinvestment, and finance tracks whether it happened. **Ch. 5**

What belongs to IT and legal

HR confirms it happened. HR doesn't do it.

- ☐ IT: access follows the person. If someone can't open a document, their AI can't quote it. **Ch. 3**
- ☐ IT: every agent has least-privilege access, a security review, and an audit log. **Ch. 4**
- ☐ IT tells the agent's owner before any model or vendor change, and the change reopens the Agent Job Description. **Ch. 4**
- ☐ Legal: employment counsel reviewed every AI use that touches hiring, pay, discipline, or termination before it went live. **A Note on the Law**
- ☐ Legal: someone named checks the current law every quarter. **Legal Watch**

Five questions to ask this quarter

And where the answer lives

1. Where is software pursuing outcomes with delegated authority that nobody approved? **Agent inventory, Ch. 4**
2. Which consequential rule has a blank in its five names? **Decision Rights Matrix**
3. What would our AI tell an employee today about our most-asked question? **Knowledge Readiness Test**
4. Who reviews the pattern, and when is the next review? **Chapter 7**
5. The first time a function routes around the council, what will the sponsor say? **Enablement Council Charter**

Reviewed by _____ **Date** _____ **Blanks found** _____

AI-powered version: the Decision Rights Scan reads your rules and flags the blanks for you. Early access. Call for pricing at onthegrow.ai.

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