

Sample AI Decision Memo

Tirion sample asset

Purpose: forwardable decision memo for an AI initiative.

Sections: decision question, recommendation, risk, owner, next step.

Decision question: should this use case start, stop, rescope or pilot?

Recommendation: summarize one path and the reason in plain language.

Risk: name data class, access boundary, owner gap and review need.

Owner: assign business owner, IT/security owner and executive sponsor.

Evidence: attach scoring matrix, assumptions and unresolved questions.

Next action: decide Kickstart, procurement review or deliberate stop.

Use before budget, pilot scope or security review.

No client data. Example structure only.