GOVERNANCE CHECKLIST

The AI-Specific Data Governance Checklist for Customer-Facing Analytics

The review points to complete before AI generated content goes to a customer, a client, or a regulator.

WHO THIS IS FOR

Compliance, risk, analytics, and data leaders. Use it when AI generated summaries, answers, or narratives reach an audience outside your organization.

HOW TO USE IT

Review each area with the team that owns the output. Count a point as met only when you can show evidence. Treat a gap as a blocker, not as a task for later.

POWER BI · GOVERNED AI · EXTERNAL AUDIENCES

SEVEN AREAS TO REVIEW

What has to be true before an AI answer leaves your organization

01 Source and scope

02 Explainability and evidence

03 Consistency across audiences

04 Approval and human sign-off

05 Access and data boundary

06 Audit trail and dispute response

07 Monitoring after release

THREE SIGNALS THAT YOU ARE NOT READY

1. The review step depends on a person who remembers to do it.
2. Nobody can say which data produced an answer that a customer received last month.
3. The AI can read more data than the audience is permitted to see.

01

AREA 01

Source and scope

1.1	Each AI statement records the dataset, the report, and the measure that it came from.
1.2	The AI reads only the data that the customer is permitted to see. **Row level security applies to the AI, not only to the dashboard.**
1.3	The AI cannot use internal, draft, or unpublished data in an external answer.
1.4	You can name the model, the version, and the location where inference runs.

02

AREA 02

Explainability and evidence

2.1	Every AI output shows its reasoning path in a form that a non-technical reader understands.
2.2	A reviewer can trace any number in the output back to the source calculation.
2.3	The output tells the reader that AI generated it.
2.4	The output states the data as-of date and any known limits.

03

AREA 03

Consistency across audiences

3.1	Two customers who ask the same question get the same explanation of the same number.
3.2	Definitions, metrics, and terminology come from one approved source.
3.3	Prompt and model changes apply to all audiences at the same time.
3.4	For any past answer, you can show the data, the prompt, and the model version that produced it.

Different explanations of one figure are a compliance problem, not a technical glitch.

04

AREA 04

Approval and human sign-off

4.1	A named person approves AI content before an external audience receives it.
4.2	**The approval step is a system control.** It is not a policy that people must remember.
4.3	The reviewer can edit or reject an output, and the system records that action.

05 AREA 05 Access and data boundary

5.1	AI inference runs inside your own cloud environment. **Customer data does not leave your tenant.**
5.2	No customer data goes to a third-party model for training or for logging.
5.3	Each external tenant sees only its own data, in every AI feature.
5.4	Your contracts and privacy notices cover AI processing of customer data.

06 AREA 06 Audit trail and dispute response

6.1	The system keeps a record of each AI output, the prompt, the data, the approver, and the time.
6.2	Retention periods for AI records agree with your other regulated records.
6.3	A documented procedure covers correction, withdrawal, and customer notification.

THE ONE-DAY TEST

You can answer this question in one working day: what did the AI tell this customer, and when?

07

AREA 07

Monitoring after release

7.1	A named owner reviews a sample of live AI outputs on a fixed schedule.
7.2	Customers have a route to report an incorrect or unclear AI answer.
7.3	You can disable the AI feature for one audience without a new release.

OWNERSHIP

Who should sign off

Governance of external AI output spans three functions. Each should own the review for its part, with a name and a date against it.

OWNER
Data and analytics

OWNER
Compliance, risk, or legal

OWNER
Executive sponsor

TURN THIS CHECKLIST INTO ARCHITECTURE

Reporting Hub is the governed layer that delivers Power BI analytics and governed AI intelligence to people outside your organization.

It runs under your brand, inside your own Azure tenant. Access control, source attribution, and the approval step are built into the platform.

Microsoft Solution Accelerator Partner
for Power BI Embedded

4.5 / 5
on G2

300,000+
users in 30+ countries

Start a 30-day free trial

No credit card required.

Start Now →