

**Arx Certa**

*Expert UK Cloud, Infrastructure & AI*

AI READINESS · BOARD

# AI Board Briefing Template

A one-page board briefing template plus structured outline — what to bring to the board when AI is on the agenda.

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Scorecard companion: [arxcerta.com/ai-readiness-scorecard](https://arxcerta.com/ai-readiness-scorecard)

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## How to use this template

When AI lands on the board agenda, the worst outcome is an unstructured discussion that produces opinions but not decisions. This template provides a one-page briefing structure designed to surface the decisions the board actually needs to make — and a structured outline of what should sit behind that one page in the appendix.

**This is a briefing template, not a strategy.** Use it to structure the conversation that produces the strategy. For the strategy itself, the AI Implementation Roadmap Template (A5) provides the format.

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# Page 1 — the one-page board briefing

Section	Content prompt
Where we are now	[Honest snapshot. Readiness score across five dimensions. Top three gaps. Biggest risk. Existing AI use across the business — tools, cohorts, governance.]
Where we're going	[Outcome statement. By [date], the business is able to [measurable capability]. Translates to [business outcome]. Aligns with [strategic pillar].]
The path	[Four quarters at a glance: foundations · pilot 1 · pilot 2 + scale · operating model. Each line one sentence.]
The risks	[Top three with current mitigations. Include the risk of inaction. Reference risk register for detail.]
The ask	[Budget. Accountable owner (named). Decision deadline. Approvals required from board. What "yes" enables; what "no" delays.]

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## Page 2 — the appendix structure

### A. CURRENT STATE

- AI tools currently in use, with cohort and tier (e.g. Copilot, ChatGPT Enterprise, sector-specific).
- Existing governance: policy status, named owner, DPIA coverage, training records.
- Readiness assessment summary (Arx Certa scorecard or equivalent).

### B. USE CASE SHORTLIST

- 2–3 priority use cases, each with: business outcome, named owner, estimated effort, expected ROI, dependencies.
- Build / buy / partner decision per use case.

### C. RISKS (TOP 5)

- Risk register entries with current mitigation and residual risk.
- Include inaction risk explicitly.

### D. RESOURCE REQUIREMENTS

- Capex + first-year opex per use case, with sensitivity range.
- Internal team capacity required.
- External / partner capacity (Arx Certa engagement or equivalent).

### E. MEASUREMENT

- Leading indicators reviewed monthly (adoption, time-saved per task).
- Lagging indicators reviewed quarterly (£ outcomes, error rates).
- Board reporting cadence.

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## Notes for the presenter

**Lead with the ask.** The board does not want a tutorial on AI. They want to know what decisions are needed, when, and what happens if those decisions slip.

**Bring the inaction risk.** AI conversations skew toward the risks of doing things. Boards underweight the risks of not doing them. Quantify both.

**Name the human owner.** AI accountability lives with a named human, not with the AI tooling. Senior-manager regimes increasingly require this explicitly.

**Anchor on the scorecard band.** A specific readiness score (Early / Emerging / Operational / Mature) anchors the conversation in evidence, not opinion.

### Before the board paper — score your readiness

The Arx Certa AI Readiness Scorecard produces the readiness band, dimension breakdown, and 30-day action plan that go into Page 1 of the briefing template above. Free; 4 minutes.

**Take the scorecard** → [arxcerta.com/ai-readiness-scorecard](https://arxcerta.com/ai-readiness-scorecard)