HerAIgency

Before AI Acts

Six questions every business should answer

A practical accountability check for AI-powered workflows

01 Shared source of truth

Where does the authoritative record live?

Name the system that wins when AI tools or conversations disagree.

02 Task receipts

How will we know what AI actually did?

Capture the action, time, evidence, change, failure and remaining work.

03 Assigned authority

Which person is accountable for the next action?

Name the role that can authorize, review, stop or correct the work.

04 Approval gates

What must be approved before AI can act?

Tie approval to a person, exact version, permitted action and time.

05 Verification

How will we confirm the result is correct?

Check the destination system and outcome, not just the chatbot reply.

06 Traceability

Could we reconstruct and correct the decision?

Keep enough evidence to understand what changed and recover safely.

THE SIMPLE RISK FILTER

Brainstorming and drafts: review as needed. Publishing, customer records, payments, sensitive data or difficult-to-reverse changes: require explicit human authorization.

Use this to review one workflow before connecting an AI tool to business systems.

A planning aid, not a certification, security assessment or legal opinion.

Jenna Nelson | Founder, HerAIgency

Read the full analysis of AI opportunity and human responsibility

blog.heraigency.com