

ILLUSTRATIVE SAMPLE

AI Adoption and Readiness Executive Summary

Illustrative Small Law Firm | Leadership review excerpt | August 31, 2026

Purpose. Convert informal AI use into governed operating decisions before the firm expands access, selects another platform, or begins a pilot.

Readiness snapshot

USE IS AHEAD OF VISIBILITY Interviews indicate attorneys and staff are experimenting, but leadership does not yet have a complete inventory of tools, accounts, embedded features, or recurring uses.	BOUNDARIES ARE NOT OPERATIONAL General confidentiality expectations exist, but approved environments, controlled tasks, exceptions, and escalation paths are not consistently defined.	REVIEW IS EXPECTED, NOT EVIDENCED Lawyers understand that output requires review, yet citation checks, source comparison, reviewer ownership, and correction evidence vary by person and workflow.
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Three leadership decisions

01	Set the information boundary Define which information classes may enter which approved environments, under which account and contract conditions, and who resolves exceptions.
02	Standardize verification evidence Require authoritative-source review, citation and quotation validation, named professional responsibility, and a correction path for consequential work.
03	Authorize one bounded pilot Select a representative workflow with approved inputs, trained participants, quality and value measures, stop conditions, and a leadership decision gate.

Evidence gaps to close

• Inventory: actual tools, embedded capabilities, accounts, licenses, users, and use cases.	• Environment: contracts, configurations, retention, training use, access, sharing, and deletion.
• Workflow: authoritative sources, failure consequences, handoffs, exceptions, and review points.	• Ownership: policy operations, training, exceptions, incidents, monitoring, and pilot decisions.

ILLUSTRATIVE 90-DAY PATH

Move from visibility to a governed pilot.

This sequencing keeps tool selection subordinate to information boundaries, workflow evidence, professional review, accountable ownership, and measurable value.

DAYS 1-30	Inventory and boundaries Confirm formal and informal use. Map information classes, accounts, licenses, vendor terms, workflows, authoritative sources, and owners. Draft the approved-use matrix and exception path.
DAYS 31-60	Verification and pilot design Define citation and quotation checks, source comparison, reviewer evidence, correction steps, role-based training, pilot participants, representative work, measures, and stop conditions.
DAYS 61-90	Controlled pilot and decision gate Run the bounded pilot in an approved environment. Review quality, time, exceptions, incidents, adoption, supportability, and value. Approve, adjust, defer, prohibit, or stop based on evidence.

Approved-use matrix excerpt

LEVEL	ILLUSTRATIVE USE	REQUIRED RESPONSE
PROHIBITED	Restricted matter information in an unapproved consumer environment; unverified authority in a filing.	Do not permit. Provide a safe escalation path and address discovered use promptly.
CONTROLLED	Research, matter summaries, document review, first drafts, or client-facing material with consequential error or disclosure risk.	Approved environment, information boundary, authoritative-source verification, accountable attorney review, and documented exceptions.
ROUTINE	Scheduling, generic administration, nonconfidential brainstorming, and low-consequence internal communications.	Approved account and normal review, with confidentiality, access, advertising, and brand safeguards.

Verification protocol excerpt

1	Open the authority. Review the cited case, rule, order, statute, contract, or approved source directly.
2	Validate the proposition. Confirm the citation, quotation, holding, context, jurisdiction, date, and treatment support the intended statement.
3	Exercise and record judgment. Assign an accountable reviewer, resolve exceptions, revise the work, and preserve appropriate evidence of the final decision.
4	Correct and learn. Escalate consequential errors, correct the record when required, document the response, and update controls or training.

What the full assessment adds: validated firm evidence; complete AI-use and vendor inventories; workflow and use-case qualification; governance, training, monitoring, and ownership design; an authority-review register; and a findings review with leadership.