



AI Change & Capability Management

Change control for evolving AI capabilities

Format	Runtime	Audience	Deployment	LMS/SSO	PO
On-Demand or Facilitated	Scoped to deployment	Risk, IT, Audit	Enterprise licensing	Optional	Supported

Executive Overview

AI Change & Capability Management is a practical program that helps organizations govern evolving AI capabilities through structured change control, reassessment triggers, and documented oversight. It establishes clear expectations for change requests, impact review, re-approval criteria, and stakeholder communication so approved use does not drift, control alignment is maintained, and audit continuity is preserved over time.

Program Outcome

Manage AI capability changes with structured change control and oversight.

Why This Matters

As AI tools and capabilities evolve, previously approved use can change in ways that affect risk, control design, and operational scope. Without defined reassessment triggers and documentation expectations, organizations may absorb new exposure without review. A practical change-management baseline supports continuity, accountability, and audit-ready evidence over time.

Enterprise Risk Exposure Addressed

- Tool updates introduce new exposure without review
- Controls become misaligned after capability changes
- No documentation of change approvals and impacts
- Operational use drifts from approved scope

What the Organization Receives

- **AI Change Request Template:** Captures capability change, impact, and required approvals.
- **Impact Assessment Checklist:** Security, privacy, compliance, and operational impacts.
- **Re-Approval Triggers:** When changes require governance review or control updates.
- **Change Log & Communications Pack:** Versioned records and stakeholder notifications.
- **Templates, Workbook, and Guidance:** Governance-oriented materials for practical rollout.

Controls & Evidence

- Designed for records retention, version control, and documented review cadence
- Supports internal control alignment and defensible oversight practices
- Produces an audit-reviewable evidence set suitable for internal audit request workflows
- No submission of sensitive or proprietary data is required to complete the program