

Board Packet Readiness Review – Executive One-Pager



Board Packet Readiness Review | 7-Day AI Governance Evidence Organization

You have AI everywhere, but nothing audit-ready for your board. In 7 days, we organize your existing AI governance into a defensible board packet that shows where AI is used, how it's controlled, and who is accountable. Walk into your next board meeting with documentation you can defend.

Why Now: EU AI Act enforcement begins 2025-2027. SEC AI disclosure expectations expanding. Board committees need defensible evidence now.

What This Is

A fixed-scope, 7-day engagement to reorganize your AI governance evidence into board-ready documentation, mapped to current regulatory expectations (EU AI Act, SEC AI disclosure guidance, NIST AI RMF, ISO/IEC 42001).

We do not write vision decks. We assemble an audit-grade packet that can be attached to minutes, tested by internal audit, and produced in a regulatory inquiry.

What You Receive

AI Board Packet (core deliverable)

Concise packet for Audit, Risk, and Technology Committees showing AI footprint, material risks, current controls, and 90-day remediation view.

Evidence Gap Analysis

Documentation of what governance evidence exists, what is missing, and what is incomplete against EU AI Act, SEC AI disclosure themes, NIST AI RMF, and ISO/IEC 42001.

Organized Documentation Library

Existing evidence reorganized and indexed by system, risk tier, and regulatory framework so directors and auditors can trace claims to artifacts.

Control & System Mapping

Cross-reference showing which AI systems have documented policies, technical controls, testing, and monitoring—and which do not.

Prioritized Gap-Closure Roadmap

Realistic plan with timing and effort estimates to close highest-risk documentation gaps before board meetings or regulatory milestones.

Delivered in formats your teams already use (slides plus supporting registers and indices) so they can be refreshed quarterly without another consulting project.

Who This Is For

Built for CROs, CCOs, General Counsel, CFOs, CAIOs, and CISOs preparing for board meetings, committee reviews, or regulatory inquiries.

How the 7 Days Work

Days 1-2 | Evidence Intake & Scoping

Secure intake of existing AI policies, model documentation, risk assessments, vendor contracts, and AI inventory work. Confirm in-scope business units and critical use cases.

Days 3-5 | Gap Analysis & Mapping

Compare against EU AI Act, SEC AI disclosure themes, NIST AI RMF, and ISO/IEC 42001. Build AI system inventory, control map, and evidence index.

Days 6-7 | Board Packet Assembly & Briefing

Draft AI Board Packet and executive summary. Finalize remediation roadmap and prepare management briefing for board presentation.

Scope and Capacity

Standard engagement covers up to 15 AI systems in scope. *Additional systems priced separately to protect delivery quality and maintain the 7-day timeline.*

Limited to 3 engagements per quarter to ensure delivery quality and maintain the 7-day turnaround commitment.

Investment and Next Steps

Fixed-scope engagement: USD 15,000.

Invoicing: 50% on engagement confirmation, 50% on delivery.

[Schedule a 30-minute scoping briefing](#) to confirm fit, dates, and in-scope entities:

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