

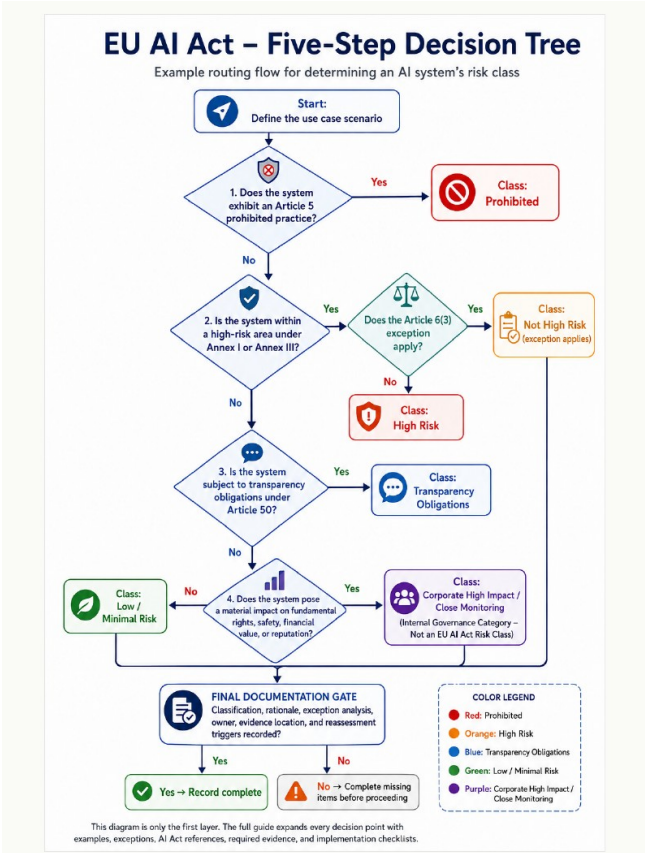
INDIGONIX SYSTEM INTELLIGENCE

EU AI ACT

READINESS & GOVERNANCE WORKSHOP

From AI inventory and risk classification to human oversight, evidence, and a 90-day roadmap.

4 HOURS · APPLIED CORPORATE WORKSHOP



Format	Training + case analysis + team work + final readiness pitch
Audience	Executives, legal, risk, compliance, IT, AI teams, product and process owners
Core Output	Classification, oversight, evidence, and a 90-day action plan for a selected use case
Materials	Participant Workbook + facilitator guide + canvases + evaluation rubric

Make it visible. Classify it. Control it. Prove it.

01 · WHY THIS WORKSHOP?

Move EU AI Act Readiness from Documents to an Operating Model

The core challenge is not the performance of individual AI tools. It is making visible which systems are used, what data goes to which model, which decisions are influenced, and who is accountable. This workshop turns regulatory awareness into concrete use-case, control, and evidence design.

CORE PROMISE

Participants leave not only with knowledge, but with a completed use-case card, preliminary risk class, human-oversight model, inventory record, evidence map, and 90-day action plan.

Who Is It For?

Role	Why It Matters
Executives / Strategy	Position AI governance as risk, growth, and trust infrastructure.
Legal / Risk / Compliance / Internal Audit	Translate obligations into testable controls and evidence.
CIO / CTO / CISO / AI Leads	Design inventory, data limits, oversight, and architecture control gates.
Product / Process Owners	Clarify purpose, decision impact, ownership, and acceptance criteria.
Technical / Data / AI Teams	Operationalize testing, logging, supplier, and human-approval requirements.

What the Organization Gains

- A shared inventory language covering shadow AI and embedded AI features.
- Consistent classification based on intended purpose and impact, not guesswork.
- HITL/HOTL/HIC oversight models and genuine override criteria.
- An evidence approach connecting policy, contract, test, training, logs, and incidents.
- A prioritized, actionable roadmap for the first 30 and 90 days.

02 · WORKSHOP ARCHITECTURE

From Visibility to a Go/No-Go Decision in 240 Minutes

#	Module	Duration	Participant Output
M1	Opening & Readiness Score	20 min	60-second readiness check + target use case
M2	Scope, Role, and Use Case	35 min	Use-Case Card + provider/deployer role analysis
M3	Five-Step Risk Classification	50 min	Prohibited / high-risk / transparency / low-risk record
Break	Short Break	10 min	—
M4	Human Oversight & RACI	45 min	HITL/HOTL/HIC + four-condition override test
M5	Inventory, Data, and Supplier Controls	45 min	AI inventory record + data/LLM use matrix
M6	Evidence Map & 90-Day Plan	35 min	Evidence Map + 90-Day Action Plan
Final	Readiness Pitch & Evaluation	20 min	Go / Conditional Go / No-Go decision

Workshop Logic

USE CASE → SCOPE & ROLE → RISK CLASS → HUMAN OVERSIGHT → DATA & SUPPLIER CONTROLS
→ EVIDENCE → 90-DAY PLAN

DESIGN PRINCIPLE

Each module uses the previous module’s output as input. The final pitch is not a collection of notes; it is an integrated readiness decision for one use case.

03 · APPLIED CONTENT

Every Module Produces a Concrete Decision and Evidence

Module	Application	Output
1 · Readiness & Use Case	Baseline score across inventory, classification, oversight, contracts, and literacy. Select one real but non-confidential use case.	Readiness Score + Use-Case Card
2 · Scope & Organizational Role	Is the system actually AI? Is there an EU customer, employee, or EU-used output link? Is the organization a provider, deployer, importer, distributor, or product manufacturer?	Scope & Role Record
3 · Risk Classification	Article 5 prohibited-use screening; Annex I/III high-risk analysis; transparency obligations; material corporate impact; documentation gate.	Five-Step Classification Record
4 · Human Oversight	Select HITL/HOTL/HIC based on reversibility, speed, volume, and cost of error. Test effective override through information, time, authority, and training.	Oversight Canvas + RACI
5 · Inventory, Data & Supplier	Identity, purpose/impact, data, model, role, class, test, log, and contract fields. LLM limits for public/internal/confidential/restricted data.	Inventory + Data Matrix
6 · Evidence & Roadmap	Policy, contract, test, training, log, incident, and management-review evidence. Priorities for days 1–30, 31–60, and 61–90.	Evidence Map + 90-Day Plan

Live Case

AI-ENABLED HIRING SYSTEM

A third-party tool scores and shortlists candidate CVs. It will also be used for candidates in the EU, and customer data plus employee notes may be uploaded. Teams jointly design scope, role, preliminary risk class, human oversight, data boundaries, and required evidence.

04 · WORKSHOP DELIVERABLES

Every Participant Leaves with Applied Outputs

Deliverable	Purpose	Format
60-Second Readiness Check	Makes the organization's starting stage and priority gaps visible.	Scorecard
Use-Case Card	Defines purpose, decision, affected people, business value, and geographic links.	Canvas
Scope & Role Record	Records AI scope and provider/deployer or other value-chain roles.	Decision record
Five-Step Classification Record	Documents prohibited, high-risk, transparency, and low/minimal-risk branches.	Classification record
Human Oversight Canvas	Designs HITL/HOTL/HIC, override conditions, escalation, and RACI.	Canvas + RACI
AI Inventory Record	Brings identity, purpose, data, model, compliance, and control into one record.	Inventory record
Data & LLM Use Matrix	Defines approved tools, environments, and minimum controls by data class.	Control matrix
Evidence Map	Maps policy, contract, test, training, log, incident, and management evidence.	Evidence map
90-Day Action Plan	Creates an initial roadmap with owner, date, dependency, and success measure.	Action plan
Final Readiness Pitch	Turns the Go / Conditional Go / No-Go decision into a leadership-ready pitch.	Mini pitch

Material Package

- Facilitator Guide: 240-minute flow, speaking notes, case, evaluation rubric, and preparation checklist.
- Participant Workbook: all canvases, decision records, and the 90-day plan template.
- Usable digitally or in print; adaptable to online, in-person, or hybrid delivery.

05 · EVALUATION & FORMATS

Learning, Application, and Organizational Continuity

Final Readiness Pitch Evaluation

Dimension	Evidence Sought	Score
Use-Case Clarity	Are purpose, decision, affected people, and business value clear?	/5
Classification Rationale	Are scope, role, and risk branches evidence-based?	/5
Human Oversight	Are the selected model and override conditions realistic?	/5
Control & Evidence Quality	Are data, supplier, test, log, and ownership gaps visible?	/5
90-Day Plan	Are actions prioritized, owned, and feasible?	/5

Recommended completion threshold: 18/25. An attendance or completion certificate can be issued based on the corporate format.

Delivery Options

Format	Scope	Note
In-Person · Standard	4 hours · team work · printed/digital workbook	Recommended 12–30 participants
Live Online	4 hours · breakout rooms · digital workbook	Recommended maximum 24 participants
Hybrid	Central classroom + remote specialists	Technical rehearsal required
Customized	Adapted to sector, use cases, and policy set	Scoped through a discovery call

Optional Enterprise Follow-Up

- One-page management assessment based on workshop outputs.
- 45-minute leadership debrief and pilot prioritization.
- Detailed AI inventory, classification, and governance backlog using organizational data.
- Separate plan for EU AI Act / ISO/IEC 42001 readiness or a full Strategy Lab.

06 · THE INDIGONIX DIFFERENCE

Connecting Regulation to Architecture, Controls, and Evidence

GOVERNANCE-BY-DESIGN

Builds decision, ownership, control, and escalation architecture before compliance paperwork.

INTEGRATED FRAMEWORK

Brings EU AI Act, ISO/IEC 42001, NIST AI RMF, and risk libraries together around one use case.

APPLIED OUTPUTS

Every module produces an artifact transferable to a governance backlog or pilot-readiness process.

Reference Knowledge Base

The workshop is built by translating the Indigonix EU AI Act Readiness Guide's scope, role, risk classification, human oversight, AI inventory, data classification, supplier assurance, and 90-day roadmap sections into an applied learning format.

TRAINING NOTE

This workshop is not legal advice or a formal conformity assessment. Final classifications and regulatory interpretations must be validated by legal, technical, and sector specialists for the specific use case.

Contact and Booking

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Contact us to plan a customized date, format, and scope for your organization.