

AI Tool Stack Template

TechEd Analyst Template | Version 1.0

All templates, playbooks, and guides are provided for informational and operational guidance purposes only. They do not constitute legal, financial, compliance, or professional advice.

Purpose

Document the AI tools your team actually uses — what each one is for, who approved it, what data it touches, and the rule your team follows for that tool.

Business name: [your business] Completed by: [name] Date: [date] Review cadence: [quarterly / semi-annual]

Tool inventory

Tool name	Primary use case	Approved by	Data it receives	Trains on your data? (Y/N/Unknown)	Team rule for this tool

Notes

Unapproved tools in use (if any): [describe — flag for policy decision]

Tools to retire or replace: [describe]

Next review date: [date]

This inventory is an operational starting point. It does not determine compliance with any law or vendor contract. Verify data terms with each vendor and adjust your AI usage policy accordingly.

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