

AI-System Checklist

Use this printable resource with AI Foundations for Everyone. Write on a printed copy or type into a separate working document.

Use this checklist when a product is called AI, smart, intelligent, generative, or agentic.

Describe it

- ☐ What is the goal?
- ☐ What goes into the system?
- ☐ What method does it use?
- ☐ What does it produce or do?
- ☐ What can change because of the result?

Use TRACE

- ☐ Task: What work does it do?
- ☐ Result: What does it produce or change?
- ☐ Actual method: Which rules, models, search tools, or actions are proven?
- ☐ Controls: What access limits, approval, review, logs, and stop rules exist?
- ☐ Evidence gap: What important fact is missing?

Name the parts supported by facts

- ☐ Fixed rules or calculation.
- ☐ Search or retrieval.
- ☐ Machine learning.
- ☐ Deep learning.
- ☐ Generative AI.
- ☐ Tool-using system.
- ☐ AI agent.
- ☐ A system with several combined parts.
- ☐ Human-reviewed system.
- ☐ Not enough information.

Check your reasoning

- ☐ I did not trust the product name.
- ☐ I did not treat human-like words as proof.
- ☐ I did not assume machine learning because the system is fast or useful.
- ☐ I did not assume prediction because the result shows a future date.
- ☐ I did not assume that every tool-using system is an agent.
- ☐ I checked whether human review is real and useful.

Final answer

Best description:

Facts that support it:

Important missing fact:

What would change my answer:

SAFE USE NOTE

Use supplied, public, fictional, or safely prepared synthetic material. Do not add personal, confidential, client, health, financial, legal, authentication, or security-sensitive information.