

Task Suitability 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 before giving real work or information to an AI system.

T - Task

- What action and result are required?
- Is the work generation, transformation, extraction, classification, analysis, search, calculation, or decision?
- Does a mixed task need to be split into smaller parts?

A - Accuracy and authority

- What evidence must support the result?
- Does the evidence need to be current or official?
- Which errors are unacceptable?
- Who or what could be harmed by a mistake?
- Can the result or action be reversed?
- Who has authority to review and approve it?

S - Sensitivity

- Is each input public, internal, confidential, personal, or prohibited?
- Is the proposed tool approved for that category?
- Can names, secrets, and unnecessary details be removed?
- Do I know how the service stores, uses, shares, and deletes inputs?

K - Kind of tool and control

- Would search, a calculator, a spreadsheet, fixed software, or a specialist be better?
- Is one reversible AI draft enough?
- Does the task need a controlled multi-step workflow?
- If tools or actions are delegated, are permissions, limits, approvals, monitoring, and logs defined?
- Is human-led work the safer choice?

S - Stop conditions

- Which missing evidence should stop the task?
- What happens if trusted sources disagree?
- What happens if sensitive information appears?
- Which unusual result or irreversible action requires escalation?
- Who receives the task after it stops?

Recommendation sentence

Use [method] **for** [bounded task] **because** [evidence and risk reason]. **Use only** [permitted input]. [reviewer] **must verify** [checks] **and approve** [action]. **Stop and escalate to** [owner] **if** [conditions].

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.