TEMPLATE P03 · ROLE ASSIGNMENT RECORD

Role assignment record

Designates the people who take on each role in the use case and demonstrates that segregation of duties and incompatibilities are respected.

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01

Instructions for use

Aspect	Guidance
When it is used	In phase 0, before G0. It is updated whenever a person changes, when the intensity changes and before each *gate* involving roles not yet assigned.
Who completes it	The AI Product Owner, with the AI Office.
Who verifies it	Lite: AI Office. Enterprise: AI Auditor. If the AI Office has prepared the record, the AI Auditor verifies it.

Aspect	Guidance
Who decides	It is approved with G0: sponsor (Lite) · AI Committee (Enterprise). The AI Auditor is designated by the third line, not by the sponsor.
Gate at which it is reviewed	G0 · Authorisation. At every *gate* it is checked that the recorded verifier and decision-maker are those in this document.
Tool	T01 · Use case register (*Owners* block of the record).
Lite versus Enterprise	Lite may omit the fields marked **(Enterprise)**. In Lite the AI Auditor intervenes on a sample basis, but who would do so must be identified.

Completion rules:

- Nobody approves their own work and whoever builds does not control (01 §8).
- One person may take on more than one role only if the incompatibility table allows it (01 §8.2).
- Each person expressly accepts their role, with a date.

02

Identification

Field	Content	Guidance
Use case code		IA-AAAA-NNN.
Use case name		
Applicable intensity		Lite · Enterprise (P04). If it changes, this record is reviewed.
Ambition level		Optimise · Augment · Transform. In Transform the board intervenes at G2 and G7.
Document version		
Date		DD-MM-AAAA.
Author		Name and role.

03

Use case roles

Role	Function	Person	Position and unit	Planned time commitment	Acceptance date	Substitute (Enterprise)
AI Sponsor	Decides					
AI Product Owner	Builds					
AI Technical Owner	Builds					
AI Operations Owner	Builds					
AI Risk Owner	Controls					
AI Auditor	Controls					
***(illustrative example)* AI Product Owner**	Builds	Person A	Head of customer experience	30%	02-10-2026	Person B

Guidance on time commitment: percentage of the working day or days per month during the current phase. If a role will be assigned later, state the phase in which it will be designated.

04

Incompatibility check

Mark whether the same person takes on both roles. Any "Yes" in an incompatible combination prevents passing G0.

Combination	Rule (01 §8.2)	Same person?	Result
Sponsor and product owner	Compatible only in Lite	Yes · No	Compatible · Incompatible
Sponsor and technical owner	Compatible only in Lite		
Sponsor and operations owner	Compatible only in Lite		

Combination	Rule (01 §8.2)	Same person?	Result
Sponsor and risk owner	Incompatible		
Sponsor and auditor	Incompatible		
Product, technical or operations with each other	Compatible		
Product, technical or operations and risk owner	Incompatible		
Product, technical or operations and auditor	Incompatible		
Risk owner and auditor	Incompatible in Enterprise		

Independence checks:

Check	Answer	Guidance
The AI Auditor does not report hierarchically to the sponsor.	Yes · No	State the auditor's reporting line.
The AI Auditor does not take part in design, construction or operation.	Yes · No	
The risk owner is not part of the team that builds.	Yes · No	
If the risk owner prepares phase 3 evidence (P11, P12, P13), G3 verification in Lite is carried out by another person.	Yes · No · Not applicable	Prevents the risk owner from verifying their own work (01 §7.4, rule 1).

05

Verification and decision by *gate*

Reference: 01 §7.5. State the specific person or body that will act at each gate.

Gate	Verifies (Lite · Enterprise)	Decides (Lite · Enterprise)	Specific designation
Authorisation (G0)	AI Office · AI Auditor	Sponsor · AI Committee	

Gate	Verifies (Lite · Enterprise)	Decides (Lite · Enterprise)	Specific designation
Opportunity (G1)	AI Office · AI Auditor	Sponsor · Sponsor, informing the committee	
Hypothesis (G2)	AI Office · AI Auditor	Sponsor · AI Committee	
Feasibility (G3)	Risk owner · AI Auditor	Sponsor with risk clearance · AI Committee	
Design (G4)	AI Office · AI Auditor	Technical owner with risk clearance · AI Committee	
Go-live (G5)	Risk owner · AI Auditor	Sponsor with risk clearance · AI Committee after multi-level sign-off	
Continuity (R6)	AI Office · AI Auditor	Sponsor · AI Committee	
Scale or retire (G7)	AI Office · AI Auditor	Sponsor · AI Committee	

For **Transform** use cases, in addition, the board or its board committee approves at G2 and at G7 when the decision is to scale.

Go-live signatories (Enterprise)

Sign-off with veto power	Person and position
Technical owner	
Risk and compliance	
Information security	
Data protection	

06

Consulted and informed participants

Function	Person and position	When they intervene	Type
Data protection officer		Phases 0, 3, 4 and 5	Consulted
Information security		Phases 3, 4 and 5	Consulted

Function	Person and position	When they intervene	Type
Legal counsel and compliance		Phases 0 and 3	Consulted
People and organisation		Phases 3, 4 and 7	Consulted
Management control		Phases 2, 5, 6 and 7 (value validation)	Consulted
Workers' representatives (Enterprise)		Where appropriate	Informed
Suppliers		Phases 3 to 6	Informed

07

Responsibility matrix by phase (Enterprise)

The starting point is 01 §8.4. Any change from the reference matrix must be justified and may not break segregation of duties.

Phase	Sponsor	Product	Technical	Operations	Risk	Auditor	Change and justification
0 · Context	A	R	C	I	C	V	
1 · Discovery	A	R	C	I	C	V	
2 · Value hypothesis	A	R	C	I	C	V	
3 · Feasibility and risk	A	R	R	C	R	V	
4 · Design	I	C	A/R	C	C	V	
5 · Delivery and validation	I	A	R	C	C	V	
6 · Operation	I	C	C	A/R	C	V	
7 · Evolution or retirement	A	R	C	C	C	V	

A is accountable for the outcome · **R** does the work · **C** is consulted · **I** is informed · **V** verifies.

08

Conflict of interest declaration

Person	Role	Conflict of interest?	Description	Measure adopted
		Yes · No		
(illustrative example) **Person C**	Risk owner	Yes	Took part in selecting the supplier in another use case.	Abstains from the P14 clearance; their substitute issues it.

09

Assignment change log

Date	Role	Previous person	New person	Reason	Approved by

Each change generates an event in the use case register (03 §3.3).

10

Quality criteria

The formal G0 criteria are in document 21 (see criteria G0.xx).

#	Check	Status
1	The six roles are assigned or have a planned designation phase.	Met · Not met · Not applicable · Pending
2	There are no incompatible combinations for the applicable intensity.	
3	The AI Auditor is independent of the team and of the sponsor.	
4	Each person has accepted their role with a date.	
5	The verifier and decision-maker for each *gate* are identified.	
6	In Enterprise, the go-live signatories are identified.	

#	Check	Status
7	Conflicts of interest have been declared.	

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Approval and verification

Function	Role in SEVEN-G	Name and position	Date	Signature or reference
Prepares	AI Product Owner			
Verifies	AI Office (Lite) · AI Auditor (Enterprise)			
Decides	AI Sponsor (Lite) · AI Committee (Enterprise), with G0			

Segregation of duties: nobody verifies a record in which they appear with a role incompatible with verification.

12

Version control

Completed document

Version	Date	Author	Changes

Template

Version	Date	Changes
0.1	16-09-2026	First version. Converts into record format the roles, incompatibilities, allocation of verification and decision, and responsibilities by phase in 01 §7.5 and §8.