TEMPLATE P30 · SCALE OR RETIRE DECISION

Scale or retire decision

Substantiates the G7 decision —scale, iterate or retire— with evidence, plans the retirement where appropriate and captures the lessons learned.

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01

Instructions for use

Aspect	Guidance
When it is used	Phase 7 (Evolution or retirement), before G7. Also when an R6 continuity review brings G7 forward due to relevant deviations, and in the regularisation of systems pre-dating the adoption of the framework (01 §14).
Who completes it	AI Product Owner (evidence, options and lessons), with the AI Operations Owner (retirement plan).
Who verifies it	AI Office at Lite intensity; AI Auditor at Enterprise intensity.

Aspect	Guidance
Who decides	Sponsor at Lite intensity; AI Committee at Enterprise intensity. Scaling a Transform use case also requires board approval (01 §7.5). The decision is recorded in P29.
Lite versus Enterprise	Lite may omit the fields marked **(Enterprise)**. The retirement plan (block 8) is always completed when the outcome is Retire.
Tool	T22 Retirement manager.
Relationship	P07 Ambition classification (review in phase 7) · P12 Risk register · P16 Lineage · P20 Adoption and capacity · P27 Incident and change log · P28 Value tracking · P29 *Gate* decision record · document 14 (Portfolio management).

Rules:

- **Evolve or retire:** no use case remains in the portfolio without evidence to justify it (01 §3, principle 6).
- Every retirement records the **date, reason, deciding body, replacement if any, treatment of data and models, and communication to those affected** (01 §6.9).
- The use case only moves to *Retired* status in the register when the retirement plan has been **executed and verified** (03 §3.2).
- A well-founded decision to retire is a valid outcome of the method.

This template does not constitute legal advice. The retention and deletion of data must be validated with data protection and legal counsel.

02

Identification

Field	Content	Guidance
Use case code		IA-AAAA-NNN (T01).
Use case name		
AI system(s)		Identifier in the inventory (T02).
Confirmed ambition level		Optimise · Augment · Transform.
Intensity		Lite · Enterprise.

Field	Content	Guidance
Origin of the decision		Ordinary G7 · G7 brought forward by R6 · Regularisation · Portfolio decision.
Go-live date		
Document version		
Author		Role and name.
Date		DD-MM-YYYY.
Document status		Draft · Submitted for verification · Verified · Approved · Superseded.

03

Summary of the evidence

Magnitude	Value	Status or source	Guidance
Realised annual efficiencies (€)		Validated · Declared · Estimated	P28.
Realised annual return (€)			P28.
Actual annual recurring cost (€)			P28.
Annual net value (€)			Efficiencies + return − recurring cost.
Proportion of validated value			P28.
Expected annual net value in the hypothesis (€)			P08.
Released capacity: realised · reassigned · pending (hours)			P28 block 6; not counted.
Total investment made (€)			
Main residual risk and trend		Low · Medium · High · Critical	P12.
S1–S2 incidents since go-live			P27.
Open nonconformities			Document 37.

Magnitude	Value	Status or source	Guidance
Adoption against target			P20.
Currency of the regulatory classification		Current · Requires review	P11.

04

Declared versus actual ambition

The five classification questions are answered again using actual evidence (00 §5.2).

#	Question	Answer in phase 2 (Yes · No)	Answer with actual evidence (Yes · No)	Evidence
1	Does it change the value proposition received by the customer or end user?			
2	Is the process redesigned end to end, and not just a task?			
3	Do roles, organisational structure or who makes which decisions change?			
4	Does it generate revenue, services or markets that did not exist before?			
5	Could it be retired without affecting the business model, simply returning to the previous cost?			

Field	Content	Guidance
Actual ambition level		Optimise · Augment · Transform. If it differs from the confirmed level, P07 and the register are updated.
Compliance with the G7 criterion for the level (01 §7.6)		Optimise: realised savings · Augment: sustained performance and reassigned capacity · Transform: measured return and verified change. Status: Met · Not met · Pending.

05

Options assessed

Option	Arguments for	Arguments against	Additional investment (€)	Expected additional annual net value (€)	Additional net value per euro	Timeframe
Scale						
Iterate					—	
Retire			Retirement cost	Recurring cost savings minus value lost	—	

A scaling potential without additional investment, hypothesis and timeframe is not a data point (measurement rule 4).

06

Decision

Field	Content	Guidance
Outcome		Scale · Iterate · Retire.
Reason		Based on blocks 3 to 5.
Coded reason (if Retire)		No plausible value · Hypothesis refuted · Insufficient data · Technically unfeasible · Cost exceeds value · Unacceptable risk · Regulation · No adoption · Replaced by another solution · Change in strategic priority.
Deciding body and date		Sponsor (Lite) · AI Committee (Enterprise).
Board approval		Mandatory for Scale in Transform. Date and reference of the minutes.
***Gate* decision record**		Reference to P29.

07

If scaling or iterating

Field	Content	Guidance
Extended scope (Scale)		New areas, countries, users, uses or functions.
New phase 0 (Scale)		The extended scope starts a new phase 0 with its charter (P01); its treatment in the register is governed by document 14.
Planned changes in intensity or classification (Scale)		For example, the extended scope introduces direct exposure to customers.
Phase to return to (Iterate)		And what must change in order to return to G7.
Planned date of the new review (Iterate)		

08

Retirement plan

8.1 General information

Field	Content	Guidance
Date of the decision		
Effective retirement date		Date on which the system ceases to produce effects.
Coded reason		The one in block 6.
Deciding body		
Replacement		Another AI system · Non-AI solution · Manual process · None. Identifier if it is a system.
Transition to the replacement		Coexistence period, cut-over criteria and capacity required.
Estimated cost of the retirement (€) (Enterprise)		

8.2 Treatment of data and models

Item	Treatment (Retain · Anonymise · Delete · Return · Archive)	Basis (legal obligation, audit, legal defence, end of purpose)	Time limit	Owner	Evidence (for example, deletion certificate, P57 §8)
Training data and datasets (P16)					
Knowledge base					
Inference and action logs					
Data held by suppliers					
Models and versions					
System instructions and configuration					
Technical documentation and lifecycle evidence	Archive	Audit and traceability			

8.3 Technical and contractual decommissioning

Action	Owner	Date	Status (Pending · Done · Verified)
Deactivate the system and its integrations			
Revoke agent identities, credentials and permissions (P18)			
Cancel licences and access to third-party models			
Terminate or adapt contracts; request deletion or return from the supplier			
Remove alerts and dashboards, retaining the history			
Update the AI system inventory (T02)			
Update regulatory registrations where appropriate (Enterprise)			

8.4 Communication to those affected

Recipient	Message	Channel	Date	Owner
Internal users				
Customers or affected individuals				
Employee representatives, where appropriate (Enterprise)				
Suppliers				
Authorities, where appropriate				

8.5 People and capacity

Field	Content	Guidance
People who operated or oversaw the system		New assignment.
Capacity needed again		If the released capacity had been reassigned or realised, how the process is covered.

8.6 Verification of the retirement

Field	Content	Guidance
Verification date		
Verified by		AI Office (Lite) · AI Auditor (Enterprise).
Result		Executed · Executed with pending items · Not executed.
Status in the register		Only with *Executed* does it move to *Retired*.

09

Lessons learned

Applicable to: This use case · Portfolio · Company governance framework.

#	What happened	Why it happened	What will be done differently	Applicable to	Owner for incorporating it	Taken to C5? (Yes · No)
1 ***(illustrative example)***	Adoption stalled at 40% of the target	The tool added a step to the process without removing any	Redesign the process before building in Augment use cases	Portfolio	AI Office	Yes

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Quality criteria

Formal G7 criteria in document 21; LV-G7 checklist in document 22.

#	Check	Status (Met · Not met · Not applicable · Pending)
1	The value evidence comes from P28, with statuses and validated proportion.	
2	The actual ambition has been reviewed using the five questions.	
3	The options have investment, additional net value and timeframe where applicable.	
4	The outcome is Scale, Iterate or Retire, with a reason, and with a coded reason if it is Retire.	
5	Scaling in Transform has board approval.	
6	The retirement plan covers date, reason, body, replacement, data and models, and communication.	
7	The retirement is verified before the use case is marked as *Retired*.	

#	Check	Status (Met · Not met · Not applicable · Pending)
8	There are lessons learned with an owner.	

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Approval and verification

Function	Role	Name	Date	Signature or reference
Author	AI Product Owner			
Retirement plan	AI Operations Owner			
Data review	Data protection			
Verifier	AI Office (Lite) · AI Auditor (Enterprise)			
Decision-maker	Sponsor (Lite) · AI Committee (Enterprise) · Board (Scale in Transform)			

Segregation of duties: the verifier and the decision-maker are not part of the team that builds or operates the system.

12

Version control

Version	Date	Changes
0.1	16-09-2026	First version of the template.