# 📄 AI Risk Treatment Plan Template

An **AI Risk Treatment Plan Template** builds on the **Risk Assessment** and **Risk Evaluation Matrix** by showing **how risks will be addressed, who is responsible, and when**.

Here's a clean, practical structure you can use 👇

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## 1. Risk Treatment Table

| Risk ID | Risk Description | Risk Level (Low/Medium/High/Extreme) | Treatment Option (Avoid / Reduce / Share / Accept) | Treatment Action(s) | Responsible Person/Owner | Resources Needed | Target Date | Status |
|---------|------------------|---------------------------------------|-----------------------------------------------------|---------------------|--------------------------|------------------|-------------|--------|
|         |                  |                                       |                                                     |                     |                          |                  |             |        |

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## 2. Monitoring & Review Plan

| Risk ID | Key Risk Indicator (KRI) | Monitoring Frequency | Reporting Method | Escalation Process |
|---------|--------------------------|----------------------|------------------|--------------------|
|         |                          |                      |                  |                    |

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**Example: AI Recruitment System**

**Risk Treatment Table**

| Risk ID | Risk Description | Risk Level | Treatment Option | Treatment Action(s) | Responsible Person/Owner | Resources Needed | Target Date | Status |
|---------|------------------|------------|------------------|---------------------|--------------------------|------------------|-------------|--------|
| R1 | Gender bias in shortlisting | Extreme | Reduce | Retrain model with diverse dataset, add fairness checks | Head of Data Science | Data auditing tools, diverse datasets | Q3 2025 | In progress |
| R2 | Unauthorized access to candidate data | High | Avoid/Reduce | Implement role-based access control, conduct penetration testing | IT Security Lead | IAM tools, security team | Q2 2025 | Planned |
| R3 | AI system downtime during hiring | Medium | Share | Use multi-cloud provider & redundancy setup | IT Operations Manager | Cloud failover setup | Q4 2025 | Not started |
| R4 | Lack of explainability in AI decisions | High | Reduce | Deploy explainable AI tools, provide HR staff training | AI Governance Officer | XAI tools, training materials | Q3 2025 | In progress |

**Monitoring & Review Plan**

| Risk ID | Key Risk Indicator (KRI) | Monitoring Frequency | Reporting Method | Escalation Process |
|---|---|---|---|---|
| R1 | % of flagged biased outcomes in model outputs | Monthly | AI ethics dashboard | Escalate to AI Governance Board |
| R2 | # of failed login attempts detected | Weekly | Security reports | Escalate to CISO |
| R3 | System downtime (minutes/month) | Quarterly | IT service logs | Escalate to CIO |
| R4 | HR satisfaction with AI decision transparency (survey score) | Semi-Annual | HR governance reports | Escalate to Executive Leadership |

✅ This template ensures **traceability from risk identification → treatment → monitoring**.