Governance Roles and Operational Accountability Prompt

A Generative AI prompt that turns your existing organizational structure into a practical Governance Responsibility Matrix.

A common reason GRC programs stall is not that organizations lack policies or security controls, but that no one knows who owns them. In many SMBs, responsibilities develop organically over time. A business owner may approve vendors, the office manager may maintain employee records, the IT provider may manage cybersecurity, and department managers may make operational decisions without clearly defined governance responsibilities. This informal approach works while the organization is small, but it becomes increasingly risky as the business grows.

The Pragmatic GRC Methodology™ emphasizes that governance is fundamentally about accountability. Every asset should have an owner. Every significant risk should have someone responsible for monitoring it. Every security control should have an individual accountable for ensuring it remains effective. Ownership does not necessarily mean performing every task personally; it means ensuring that the responsibility is clearly assigned and consistently managed.

If you'd rather start with a direct checklist than run a prompt, the Fractional Ownership Activity Worksheet in the Resource Library lists the specific recurring activities from each Implementation Guide alongside their typical owner, so you can assign ownership immediately.

Before You Run the Prompt

Gather these inputs (roles and positions only, with no employee names):

- List of roles or positions (no employee names)
- Job titles
- Existing responsibilities
- External vendors and managed service providers (MSPs)
- Number of employees
- Industry
- Applicable regulatory or contractual requirements

Before using this prompt, attach or paste the relevant organizational information. This may include a list of roles and job titles, job descriptions, current responsibilities, an organizational chart with names removed, vendor/MSP responsibilities, number of employees, industry, regulatory obligations, existing policies, and any current governance documentation. The prompt cannot produce an accurate Governance Responsibility Matrix unless the supporting information is either attached as files or copied directly into the prompt. Remove employee names and other personal information before attaching or pasting anything.

Safe AI Use — read before you paste

- **Use an approved account.** Only paste business information into an AI tool your organization has actually vetted — not a personal or free-tier account with unclear data-handling terms.
- **Redact before you paste.** Strip out personally identifiable information, protected health information, and anything a client would expect to stay confidential before it ever reaches the AI tool.
- **Never paste secrets.** Passwords, API keys, access tokens, and login credentials should never appear in a prompt, regardless of which tool you're using.
- **Verify every output.** Treat AI-generated content as a draft, not a final answer — review it against your own knowledge of the business before you rely on it.
- **Require human approval before action.** If your AI tool can take actions — sending messages, modifying systems, writing to a database — a person must approve before it executes.

The Prompt

Copy everything inside the box into your approved AI tool, then attach or paste your inputs.

You are a Governance, Risk, and Compliance consultant specializing in small and medium-sized businesses. Based on the organizational information included, create a right-sized governance responsibility matrix that minimizes bureaucracy while ensuring accountability. Identify role conflicts, missing ownership, and practical recommendations for organizations with fewer than 500 employees.

Produce the following deliverables:

Governance Responsibility Matrix

Include the following columns:

- Governance Activity
- Primary Owner
- Supporting Role
- Executive Oversight
- Review Frequency
- Comments

Governance Gap Summary

Provide a table including:

- Gap Identified
- Business Impact
- Recommended Action
- Priority

Executive Summary

Provide a concise executive briefing that:

- Summarizes the organization’s governance maturity
- Highlights the three most significant governance risks
- Identifies the three highest-value governance improvements

- Estimates the expected operational benefits of implementing the recommended governance structure

Practical Guidance

Remember that accountability does not require a dedicated department. In smaller organizations, one individual may fulfill multiple governance roles. What matters is that ownership is intentional, documented, and understood by everyone involved. Clear accountability ensures that critical governance activities continue even as the organization grows, employees change roles, or external service providers are replaced.