# AI Usage Survey Report Template for AI Governance

## How to use this template

1. Summarise responses from your AI usage survey.
2. Complete the findings sections with counts, themes and relevant examples.
3. Identify follow-up actions and assign responsibility.

Show how many people answered each question when reporting percentages. Keep uncertainty and unanswered questions visible.

# AI Usage Survey Findings Report

Organisation — [Organisation name]

Prepared by — [Responsible team or role]

## 1. Summary for management

[Summarise the main findings and the decisions or support needed.]

**Main findings**

- [Finding about current AI use]
- [Finding about information handling or human review]
- [Finding about guidance, barriers or support]

**Recommended priorities**

- [Priority action]
- [Priority action]
- [Priority action]

## 2. Current AI use

Use questions 1–4 of the accompanying survey.

| Measure | Result |
|---|---|
| Total survey responses | [Number] |
| Respondents reporting current AI use | [Number out of respondents answering question 1] |
| Respondents reporting no current AI use | [Number] |
| Respondents unsure about AI use | [Number] |
| Prefer not to answer or unanswered | [Number] |

**Tools, access and tasks**

| Tool or feature reported | Work tasks | Access arrangements | Follow-up needed |
|---|---|---|---|
| [Tool or feature] | [Tasks reported] | [Organisation account, personal account or other arrangement] | [What to confirm] |

[Describe the main patterns. Identify tools or uses requiring clarification.]

## 3. Information handling, output use and human review

Use questions 5–8.

| Area | Finding from the responses | Follow-up needed |
|---|---|---|
| Information entered or accessed | [Information categories reported] | [What needs checking] |
| Use of outputs | [Internal sharing, external sharing, decisions or automated actions] | [What needs checking] |
| Human review | [Reported checking practices] | [Where oversight needs clarification] |
| Difficulties and concerns | [Errors, unreliable sources, information concerns or unexpected actions] | [Investigation or support needed] |

[Explain which findings deserve closer review and why.]

## 4. Barriers, guidance and support

Use questions 9–11.

| Theme | What respondents reported | Suggested response |
|---|---|---|
| Barriers to AI use | [Access, relevance, skills, restrictions or concerns] | [Action] |
| Understanding of guidance | [What is clear and where uncertainty remains] | [Action] |
| Requested support | [Tools, training, examples, approval routes or assistance] | [Action] |

## 5. Opportunities to explore

Use question 12.

| Task or opportunity | Intended improvement | Next step |
|---|---|---|
| [Suggested task] | [What respondents hope to improve] | [Clarify the use case, identify an owner or assess suitability] |

## 6. Recommended action plan

| Finding | Recommended action | Responsible role | Priority | Progress |
|---|---|---|---|---|
| [Finding] | [Specific action] | [Role] | [Priority] | [Progress] |

## 7. Follow-up questions

- [Information to confirm with departments]
- [Tools or access arrangements to confirm with IT or procurement]
- [Uses requiring a more detailed assessment]
- [Questions requiring management decisions]