

Basic AI Inventory List Template

AI Systems Overview Spreadsheet

Basic Information Tab

System Name	Purpose	Owner	Primary Contact	Technical Contact	Last Updated
[Name]	[Brief description]	[Owner name & role]	[Name & contact info]	[Name & contact info]	[Date]

Contact Details Tab

System Name	Role	Name	Department	Email	Phone	Backup Contact
[Name]	[Owner/Technical/Business]	[Contact name]	[Dept]	[Email]	[Phone]	[Name & contact]

HOMANTM Framework

Basic Technical Details Tab

System Name	Platform/Tech nology	Main Functions	Data Sources	Key Dependencies
[Name]	[Platform]	[Core functions]	[Data sources]	[Dependencies]

How to Use This Template

1. Fill Out Basic Information:

- Enter system name and clear purpose
- Identify primary owner
- List main contacts

2. Complete Contact Details:

- Include all relevant contacts
- Ensure backup contacts are listed
- Keep contact info current

3. Document Technical Basics:

- List core technologies
- Note key functions
- Record main dependencies

4. Maintenance:

- Update when changes occur
- Review monthly for accuracy
- Verify contact information