



Suhas Bhairav

AI Policy Drafting Workflow

Turn policy drafting into repeatable, AI-assisted workflows that save time and reduce risk.

A practical, step-by-step workflow to research, draft, review, and publish AI policy.

Suhas Bhairav

suhasbhairav.com

Research Requirements

Begin by mapping current policies, regulatory constraints, and risk tolerance. Identify data sources, owners, and existing gaps.

Key move Lock down data sources and approvals before drafting.

PRACTICAL CHECKLIST

- 01** Inventory all existing policies, procedures, and related standards.
- 02** List implicated stakeholders, owners, and approval authorities.
- 03** Catalog data sources, access controls, retention, and sensitivity levels.
- 04** Define success metrics: coverage, accuracy, cycle time, and risk impact.
- 05** Identify automation targets: draft generation, consistency checks, versioning.
- 06** Establish privacy, security, and legal constraints for data handling.
- 07** Create a living requirements document in a shared, auditable template.

Suhas Bhairav AI Resource

A practical, step-by-step workflow to research, draft, review, and publish AI policy.

Draft Structure & Automation Targets

Structure drafts around purpose, scope, and governance. Define sections to be auto-generated and sections requiring human input.

Key move Practice incremental drafting—start with a small policy.

PRACTICAL CHECKLIST

- 01** Create a policy skeleton with purpose, scope, definitions, and responsibilities.
- 02** Specify which sections can be auto-filled from templates and data.
- 03** Define mandated review checkpoints for legal accuracy.
- 04** Set data inputs: sources, labels, version markers.
- 05** Choose AI tools with policy-domain capabilities (privacy, compliance).
- 06** Establish naming conventions and versioning for drafts.
- 07** Plan for multilingual or jurisdictional variants if needed.

Suhas Bhairav AI Resource

A practical, step-by-step workflow to research, draft, review, and publish AI policy.

Review, Approvals & Publishing workflow

Automate consistency checks and stakeholder feedback loops. Mirror approvals to your governance model and publish controlled versions.

Key move Approve only after all review signals align.

PRACTICAL CHECKLIST

- 01** Run consistency checks against master templates and regulatory requirements.
- 02** Route drafts to designated approvers with deadline reminders.
- 03** Capture feedback in a centralized, searchable log.
- 04** Annotate changes and rationale for each version.
- 05** Publish to a controlled environment with access restrictions.
- 06** Log dissemination to affected teams and update training materials.
- 07** Flag deviations for risk and escalate to policy owner.

Suhas Bhairav AI Resource

A practical, step-by-step workflow to research, draft, review, and publish AI policy.

ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

WEBSITE

suhasbhairav.com

EMAIL

suhasbhairav@gmail.com