

Human responsibility map

Assign preparation, checks, decisions and exceptions in one workflow.

A role for the system, user and reviewer

Evidence and authority for each decision

A completed approval example

A free worksheet from ailevrg.com/guides/human-in-the-loop-ai

Name the decision before naming the reviewer. Use the worksheet for the parts of the workflow where human judgement changes what happens.

01 Action

Work the system prepares or carries out

Decision that needs a person

Why that decision needs human judgement

02 Reviewer

Person or role responsible

Evidence they must be able to inspect

Authority they have and limits on it

Who takes over if they are unavailable

03 Routes

What waits until approval

What happens if evidence is missing

What happens if sources disagree

What happens after rejection or correction

04 Review the design

Where the accepted decision is recorded

How review time and missed exceptions will be measured

When to revisit the responsibility split

A request for a client-facing answer

Invented teaching example. No client outcome is claimed.

Preparation

The system retrieves the client's current permitted records and drafts a response.

Evidence

Each factual part carries the source needed for review.

The relevant validity and collection dates remain visible.

Decision

A reviewer resolves a disagreement before the response is released.

Missing required evidence produces an unknown and a next question.

After review

The accepted answer and the business decision are recorded.

A rejected draft is not sent while the correction is being prepared.

Illustrative answer-review route

1. System

Prepare an answer from permitted records

Preserve the origin and dates of the records used.

2. Software checks

Check the evidence package

An absent required source sends the work to the unknown route.

3. Named reviewer

Resolve uncertainty or approve the answer

Inspect disagreement and decide what the business can say or do.

4. **Workflow**

Record the accepted decision

Keep the approved version and return the decision to the business information used later.

This is a teaching design. Recording reviewed information for later use is different from automatically training a model.