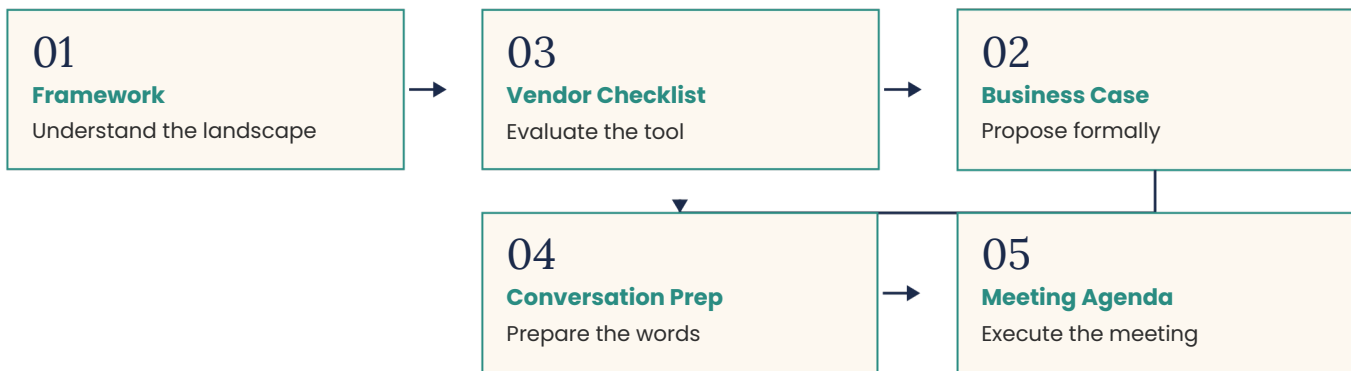


Kit Overview & Quick-Start Guide

This kit gives you the structure, evidence, and language to navigate AI tool approval at your firm. Five components, each standing alone, each building on the others when used together.

YOUR WORKFLOW



WHERE TO START

"I want to understand the landscape first"

"I already know my tool, I need to evaluate it"

"My CCO asked for a written proposal"

"I have a conversation coming up soon"

"I need to structure a meeting"

Start with 01 Framework

Start with 03 Vendor Checklist

Start with 02 Business Case

Start with 04 Conversation Guide

Start with 05 Meeting Agenda

Every component works on its own. The full sequence produces the strongest result.

This kit helps you prepare for conversations about AI tool adoption at your firm. It does not constitute compliance or legal advice. Consult your firm's compliance department and legal counsel for guidance specific to your situation.



WHAT'S IN THIS KIT

Component	Pgs	Time	What It Produces
01 Framework: What Your CCO Needs to Say Yes	7	30–45 min	Firm-specific approval roadmap
02 Business Case Template	9	60–90 min	Professional proposal document
03 Vendor Evaluation Checklist (Canadian-Specific)	7	45–60 min	Evidence-based vendor assessment
04 Conversation Preparation Guide	6	30–45 min	Prepared talking points and responses
05 Meeting Agenda Template	3	15–20 min	Structured meeting plan + post-meeting record

UNDERSTANDING THE FIELD INDICATORS

Quick-Start Fields

Fields marked with a teal left border are the essentials. Complete at least these to get a useful output. Each component can be used in under 2 minutes by completing only the quick-start fields.

Guided Content

Italic instruction text below field labels provides context for how to complete each field. Cream-background blocks offer regulatory background and strategic guidance relevant to each section.

Expert Content

Sections marked "Going Deeper" address advanced considerations including material business change assessment, Quebec Law 25, and institutional memory documentation. Skip on first pass.

UNDERSTANDING THE GUIDANCE TYPES

Guidance Callouts

Provide context, best practices, and regulatory background relevant to the section.

Attention Callouts

Flag areas requiring particular care, such as certification attribution or shadow AI disclosure.

Cross-Reference Notes

Point to related content in other components. Follow when you have the referenced component completed.

FULL DISCLAIMER

This kit provides frameworks and decision tools to help Canadian financial advisors prepare for internal conversations about AI tool adoption. It does not constitute compliance advice, legal advice, or regulatory interpretation. Regulatory references (CIRI, CSA Staff Notice 11-348, PIPEDA, Quebec Law 25) are cited as context to help you understand the landscape. They are not compliance opinions. Consult your firm's compliance department and legal counsel for guidance specific to your situation. Your firm's compliance requirements may differ from or exceed the considerations addressed in this kit. Information in this kit reflects the regulatory landscape as of March 2026. Regulations and guidance are evolving. Verify current requirements with your compliance department.

