AI review pack readiness checklist

For paraplanners, advisers and operations leads. Work through it before you put AI to work on client review packs. Advice, suitability and sign-off stay with your firm throughout.

1. Know your starting point

- [ ] Timed five recent reviews, simple and complex, stage by stage
- [ ] Know which stage takes longest: gathering, reconciling, re-keying, calculating, writing or formatting
- [ ] Know what share of your reviews are not simple no-change reviews
- [ ] Chosen one task to start with, with no recommendation involved

2. Your firm's inputs

- [ ] Current review template
- [ ] House view and preferred tone
- [ ] A set of past packs already signed off, including awkward cases
- [ ] List of platforms and providers whose documents you receive
- [ ] Your sign-off process written down: who approves what

3. Data and compliance

- [ ] Compliance team involved before any client data is used
- [ ] Agreed where data is held: UK or EU hosting, or your own systems
- [ ] Data processing agreement in place with every AI supplier
- [ ] Confirmed client data is not used to train AI models
- [ ] Rule in place: no client data in free consumer chat tools

4. The AI shows its working

- [ ] Every figure links to the document it came from
- [ ] Returns calculated from valuations and cash flows, not copied
- [ ] Provider-reported figures labelled as reported
- [ ] Documents filed to the right account and account holder
- [ ] A list of anything it could not find or verify

5. Test before going live

- [ ] Rebuilt past signed-off reviews, simple and complex
- [ ] Pass bar agreed in advance, e.g. no material omissions
- [ ] Presentation accepted by the team
- [ ] Time target set and measured against your baseline

6. Running it

- [ ] A named person approves every pack before it reaches a client
- [ ] Every change logged: what, who and when
- [ ] Rolled out to one adviser's clients first
- [ ] Regular spot checks of finished packs
- [ ] Setup reviewed when templates, providers or house view change

Full step-by-step guide: **roleplan.ai/guides/ai-for-paraplanners**. Want it built to your template and run for you? See **roleplan.ai/review-packs** or email **hello@roleplan.ai**.