



AI READINESS CHECKLIST

Assess your organization's readiness for AI implementation

HOW TO USE THIS CHECKLIST

Rate your organization 1-5 on each item: 1 = Not at all | 2 = Minimally | 3 = Somewhat | 4 = Mostly | 5 = Fully

Enter a score (1-5) in each box. Add up scores for each dimension, then calculate your total.

DIMENSION 1: TECHNICAL READINESS

Score:

/20

Our data is organized, labeled, and accessible to relevant teams

Core business systems have APIs or export capabilities

We have technical staff who can support integrations

Our infrastructure can handle additional processing load

DIMENSION 2: ORGANIZATIONAL READINESS

Score:

/20

Leadership actively supports AI initiatives

Teams are open to adopting new tools and workflows

Process ownership is clearly defined

We have capacity for change management

DIMENSION 3: DATA READINESS

Score:

/20

Data quality is consistently high across key systems

Data governance policies are documented and followed

Historical data is available for training and benchmarking

Data security and privacy protocols are established



DIMENSION 4: PROCESS READINESS

Score:

/20

- Current workflows are documented and understood
- Pain points and bottlenecks are identified
- Manual, repetitive tasks are catalogued
- Success metrics for improvements are defined

DIMENSION 5: FINANCIAL READINESS

Score:

/20

- Budget is allocated or available for AI initiatives
- ROI expectations are realistic (months, not days)
- Ongoing operational costs are understood
- Investment timeline aligns with business planning

DIMENSION 6: STRATEGIC ALIGNMENT

Score:

/20

- AI initiatives directly support stated business goals
- Competitive advantage from AI is clearly articulated
- Use cases are prioritized by business impact
- Executive sponsor is identified and engaged

YOUR TOTAL SCORE

/120

Score Range	Status	Recommendation
100-120	READY TO IMPLEMENT	Strong foundations. Focus on use case prioritization.
75-99	MINOR PREP NEEDED	Address gaps in 1-2 dimensions. Consider a pilot.
50-74	FOUNDATIONAL WORK	Focus on data and process readiness first.
Below 50	NOT READY YET	Start with process documentation and data organization.



NEXT STEP

Want to discuss your results? Book a free discovery call. No pitch deck. No pressure.

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