



AI Readiness Assessment Checklist

Company Name: _____ Date: _____

Completed By: _____ Role: _____

Instructions

- Check each box that applies to your organization
 - Score each section by counting checked items
 - Calculate percentage for each category
 - Use scoring guide at bottom to determine next steps
-

1. Strategic Foundation and Leadership

Executive Buy-in and Vision

- Leadership team understands AI's potential impact on the business
- Clear vision exists for how AI will support business objectives
- Executive sponsors are identified for AI initiatives
- Board-level support is secured for AI investments
- AI strategy aligns with overall business strategy

Goal Setting and ROI Planning

- Specific, measurable AI objectives are defined
- Success metrics and KPIs are established
- Expected ROI and timeline are realistic



Business cases for AI projects are well-documented

Regular review processes are planned

Section 1 Score: ___/10 **Percentage:** ___%

2. Data Infrastructure and Quality

Data Availability and Accessibility

Sufficient historical data exists for AI training

Data is stored in accessible formats

Data sources are identified and catalogued

Data collection processes are documented

Real-time data feeds are available where needed

Data Quality and Governance

Data quality standards are established

Data cleaning and preprocessing capabilities exist

Data governance policies are in place

Data accuracy and completeness are regularly monitored

Data lineage and provenance are tracked

Data Security and Compliance

Data privacy regulations (GDPR, CCPA) compliance is ensured

Data security measures are robust

Access controls and permissions are properly managed



Data backup and recovery procedures exist

Audit trails for data usage are maintained

Section 2 Score: ___/15 **Percentage:** ___%

3. Technology Infrastructure

Computing Resources

Adequate computing power for AI workloads is available

Cloud infrastructure or on-premises capacity is sufficient

Scalability requirements are understood and planned for

GPU/specialized hardware needs are assessed

Network bandwidth can handle AI data requirements

Integration Capabilities

Existing systems can integrate with AI solutions

APIs and data connectors are available

Legacy system compatibility is evaluated

Integration testing procedures are established

Change management processes are defined

Development and Deployment Environment

Development tools and platforms are selected

Version control systems are in place

Testing environments are configured



Deployment pipelines are established

Monitoring and maintenance tools are available

Section 3 Score: ___/15 **Percentage:** ___%

4. Human Resources and Skills

Technical Expertise

Data scientists or AI specialists are available (internal or external)

Software developers with AI/ML experience are identified

Data engineers for pipeline management are secured

IT support staff understand AI requirements

Training plans for technical staff are developed

Business Domain Knowledge

Subject matter experts are engaged in AI projects

Business analysts understand AI capabilities

Process owners are identified for AI implementations

End-users are prepared for AI system adoption

Change management resources are allocated

Organizational Learning

Continuous learning culture is promoted

Training budgets for AI skills are approved

Knowledge sharing processes are established



External training resources are identified

Mentorship programs are considered

Section 4 Score: ___/15 **Percentage:** ___%

5. Process and Workflow Readiness

Business Process Documentation

Current processes are well-documented

Process inefficiencies are identified

Automation opportunities are mapped

Process owners are engaged

Impact of AI on workflows is assessed

Change Management

Change management strategy is developed

Stakeholder communication plans exist

User training programs are planned

Resistance management approaches are defined

Success celebration methods are considered

Quality Assurance

Testing procedures for AI systems are established

Model validation processes are defined

Performance monitoring systems are planned



Continuous improvement processes are outlined

Rollback procedures are documented

Section 5 Score: ___/15 **Percentage:** ___%

6. Ethical and Legal Considerations

AI Ethics Framework

Ethical guidelines for AI use are established

Bias detection and mitigation strategies are planned

Transparency requirements are defined

Accountability measures are in place

Regular ethical reviews are scheduled

Legal and Regulatory Compliance

Industry-specific regulations are understood

Legal team is consulted on AI implementations

Intellectual property considerations are addressed

Liability and insurance implications are evaluated

Compliance monitoring procedures are established

Risk Management

AI-related risks are identified and assessed

Risk mitigation strategies are developed

Contingency plans are created



Insurance coverage is evaluated

Crisis management procedures are defined

Section 6 Score: ___/15 **Percentage:** ___%

7. Cultural and Organizational Readiness

Innovation Culture

Organization encourages experimentation

Failure is treated as learning opportunity

Cross-functional collaboration is promoted

Decision-making processes are agile

Innovation time and resources are allocated

Trust and Adoption

Employees understand AI benefits

Concerns about job displacement are addressed

User feedback mechanisms are established

Success stories are shared

Gradual rollout strategies are planned

Section 7 Score: ___/10 **Percentage:** ___%

Overall Assessment Summary



Category	Score	Percentage	Status
1. Strategic Foundation	___/10	___%	_____
2. Data Infrastructure	___/15	___%	_____
3. Technology Infrastructure	___/15	___%	_____
4. Human Resources	___/15	___%	_____
5. Process & Workflow	___/15	___%	_____
6. Ethical & Legal	___/15	___%	_____
7. Cultural Readiness	___/10	___%	_____
TOTAL	___/95	___%	_____

Scoring Guide

90-100%: Excellent - Proceed with AI implementation **70-89%: Good** - Address minor gaps before proceeding **50-69%: Moderate** - Significant preparation needed **Below 50%: Limited** - Extensive preparation required

Priority Action Items

Based on your assessment, list the top 5 areas that need immediate attention:

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
-

Next Steps Recommendation

For Excellent Readiness (90%+):

- Begin pilot projects in low-risk areas
- Establish AI center of excellence
- Develop advanced AI capabilities

For Good Readiness (70-89%):



- Address specific gaps identified
- Invest in training and skill development
- Strengthen data infrastructure

For Moderate Readiness (50-69%):

- Focus on foundational elements first
- Invest in data quality and governance
- Build technical capabilities

For Limited Readiness (Below 50%):

- Begin with AI education and awareness
- Establish data management practices
- Build basic technical infrastructure

Assessment Notes

Use this space for additional observations and comments:

Assessment completed on: _____

Next review date: _____

Reviewer signature: _____