



InitializeAI

FREE DOWNLOAD

AI Readiness Checklist

A comprehensive assessment guide for organization-wide AI maturity across data, technology, talent, operating model, security, and governance.

Use this PDF to benchmark readiness, identify priority gaps, and define the next 90 days of AI action.

Inside

- Scoring model
- 60+ readiness checks
- Maturity interpretation
- 90-day roadmap planner

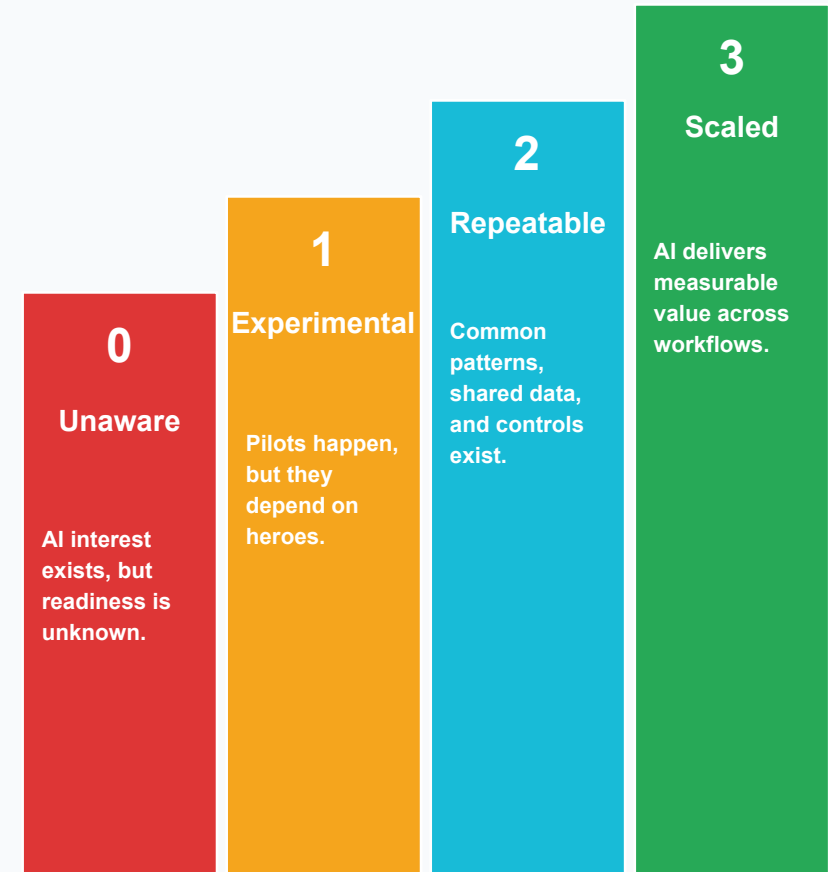


How to use this guide

Complete it in 60-90 minutes with the people who own the work.

Gather a cross-functional group: business sponsor, data owner, technology lead, security/privacy representative, change leader, and one frontline process expert. Do not treat this as a technical audit only - AI readiness is an operating capability.

- 1 Mark evidence** For each item, write the policy, system, owner, metric, or example that proves the score.
- 2 Score maturity** Use 0-3 scoring. Avoid inflated scores; unproven capabilities should be scored as ad hoc.
- 3 Find risk gaps** Flag anything that could block a production AI use case: unclear data access, no owner, missing approval path, or weak monitoring.
- 4 Choose the next move** Turn the top 5 gaps into a 30-60-90 day action plan with owners and milestones.



Tip: A lower score is useful. It shows where the first investment will create the most leverage.

Use this guide as a working assessment. Mark evidence, score each item, and convert gaps into a focused 90-day roadmap.



Scoring model and readiness bands

Score key: 0 none | 1 ad hoc | 2 repeatable | 3 optimized

0 Not started

No owner, policy, evidence, or consistent practice.

1 Ad hoc

Some pilots or informal practices exist, but results are inconsistent.

2 Repeatable

Defined approach with owners, standards, and repeatable evidence.

3 Optimized

Measured, governed, and improved continuously across the organization.

Interpret total readiness score

0-59

Foundation first

Prioritize data quality, ownership, risk controls, and one narrow proof of value.

60-119

Pilot ready

Run controlled pilots with defined success metrics and adoption support.

120-159

Scale ready

Standardize platforms, governance, reusable patterns, and portfolio management.

160-180

AI operating system

Optimize ROI, monitoring, workforce enablement, and continuous improvement.

Formula

60 checks × 3 points
= 180 maximum

Readiness % =
Total ÷ 180

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Executive snapshot worksheet

Use this page first, then return to it after scoring. The goal is to connect readiness to business value, not just complete a checklist.

Top business outcomes

Which 3 outcomes would AI materially improve this year?

Critical AI use cases

Which workflows, decisions, or customer moments are strongest candidates?

Known constraints

What blockers are already visible: data, approvals, skills, budget, integration?

Risk tolerance

Which use cases require stricter controls due to legal, privacy, safety, or brand risk?

Success metrics

What would prove AI is worth scaling: time saved, revenue, cost, quality, compliance?

One-sentence readiness hypothesis: *"We are ready to use AI for _____ because _____; our largest gap is _____."*

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Six domains of AI readiness

AI maturity is the combined strength of the enterprise system around AI. A strong model cannot overcome weak data, unclear ownership, untrained users, or unmanaged risk.



Strategy & Value



Data Foundation



Technology Platform



Talent & Change



Governance & Risk



Operating Model



Strategy & Value

Clear business outcomes, measurable use cases, and a funded portfolio.



Data Foundation

Trusted, accessible, governed data with quality measures and lineage.



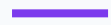
Technology Platform

Secure AI tooling, integration patterns, model operations, and support.



Talent & Change

Role-specific skills, adoption plans, and workforce communication.



Governance & Risk

Policies, approvals, security, privacy, compliance, and monitoring.



Operating Model

Owners, intake, prioritization, vendors, financial controls, and continuous improvement.

Use this guide as a working assessment. Mark evidence, score each item, and convert gaps into a focused 90-day roadmap.



Strategy and value checklist

Evidence that AI is tied to business priorities and a manageable portfolio.

Score key: 0 none | 1 ad hoc | 2 repeatable | 3 optimized

<input type="checkbox"/>	1 AI goals are mapped to strategic business outcomes.	Outcome owner can explain why AI matters now.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	2 Use cases are ranked by value, feasibility, and risk.	Prevents scattered pilots and tool chasing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	3 Each use case has a measurable success metric.	Value is visible beyond demos.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	4 Executive sponsor owns funding and tradeoffs.	Decisions are fast when constraints appear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	5 A kill/scale decision rule is defined for pilots.	Teams know when to stop or invest.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	6 Benefits assumptions include adoption and workflow change.	ROI is not based on model accuracy alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	7 AI portfolio is reviewed on a regular cadence.	Resources move to the highest-value work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	8 Customer and employee impact are explicitly considered.	Value creation is balanced with trust.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	9 Build, buy, partner, or pause criteria are documented.	Vendor and internal investments are intentional.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	10 AI work is aligned to existing transformation efforts.	Avoids duplicate change programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3

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Data foundation checklist

Evidence that data is usable, trusted, governed, and available for AI use cases.

Score key: 0 none | 1 ad hoc | 2 repeatable | 3 optimized

<input type="checkbox"/>	1 Critical data domains have named business owners.	Ownership is required for access and quality decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	2 Priority datasets are cataloged and discoverable.	Teams can find reusable assets.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	3 Data quality rules exist for AI-relevant fields.	Models inherit fewer defects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	4 Lineage is known for core analytical datasets.	Teams can trace outputs to sources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	5 Access approvals are timely and auditable.	AI teams do not bypass controls.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	6 Sensitive data classification is applied.	Privacy and security are designed in.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	7 Training, inference, and evaluation data are separated.	Prevents leakage and unreliable results.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	8 Data retention rules are documented and followed.	AI data usage fits policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	9 Unstructured data is searchable and governed.	Documents, transcripts, and knowledge bases are AI-ready.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	10 Data quality metrics are monitored over time.	Readiness can be maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3

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Technology platform checklist

Evidence that the organization can build, integrate, operate, and monitor AI securely.

Score key: 0 none | 1 ad hoc | 2 repeatable | 3 optimized

<input type="checkbox"/>	1 Approved AI tools and platforms are documented.	Teams know what is safe to use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	2 Cloud, data, and application architecture support AI workloads.	Infrastructure is not a bottleneck.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	3 Identity and access controls cover AI tools.	Least privilege applies to prompts, data, and outputs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	4 Integration patterns exist for business systems.	AI can reach the workflow where value occurs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	5 Prompt, model, and configuration changes are versioned.	Changes can be reviewed and rolled back.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	6 Evaluation environments are separated from production.	Experiments do not disrupt operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	7 Monitoring is in place for cost, latency, quality, and errors.	AI operations are manageable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	8 Vendor due diligence covers security, privacy, and data usage.	Third-party risk is visible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	9 Incident response plans include AI failures.	Teams know how to contain issues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	10 Documentation exists for reusable AI components.	Teams avoid reinventing patterns.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3

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Talent and change checklist

Evidence that people understand AI, can adopt it, and have clear roles.

Score key: 0 none | 1 ad hoc | 2 repeatable | 3 optimized

<input type="checkbox"/>	1 Role-based AI literacy training is available.	Executives, managers, and users need different skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	2 Teams understand when not to use AI.	Judgment remains part of the process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	3 Product, process, data, and risk roles are defined.	AI work is cross-functional by design.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	4 Subject matter experts participate in evaluation.	Outputs are checked against real-world expertise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	5 Change impacts are assessed before rollout.	Adoption is planned, not assumed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	6 Managers know how to measure AI-enabled productivity.	Performance expectations are realistic.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	7 Communication explains benefits and boundaries.	Users trust the program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	8 Feedback channels exist for frontline users.	Issues surface before they scale.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	9 Training includes prompt practices and verification.	Users can get reliable value safely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	10 Capacity is allocated for ongoing improvement.	AI is not a side project forever.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3

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Governance and risk checklist

Evidence that AI use is safe, compliant, explainable, and accountable.

Score key: 0 none | 1 ad hoc | 2 repeatable | 3 optimized

<input type="checkbox"/>	1 AI policy defines acceptable and prohibited use.	Boundaries are clear across the organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	2 Risk tiers are assigned to AI use cases.	Controls match the potential impact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	3 Review and approval workflow is documented.	Teams know how to launch responsibly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	4 Privacy impact is assessed when personal data is involved.	Regulatory obligations are addressed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	5 Security review covers prompts, data, outputs, and integrations.	Threat surface is understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	6 Human oversight requirements are defined.	Critical decisions are not fully automated by default.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	7 Bias, fairness, and accessibility risks are considered.	Outputs are tested for stakeholder impact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	8 Model and vendor documentation is retained.	Audit evidence is available.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	9 Output monitoring and escalation paths exist.	Issues can be detected and corrected.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	10 Regulatory and policy changes are tracked.	Governance evolves with the landscape.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3

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Operating model checklist

Evidence that AI can move from idea to value with clear ownership and repeatable processes.

Score key: 0 none | 1 ad hoc | 2 repeatable | 3 optimized

<input type="checkbox"/>	1 A central intake process captures AI ideas.	Demand is visible and comparable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	2 Prioritization criteria are shared and applied.	The best opportunities receive resources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	3 Funding model supports pilots and scale-up.	Good pilots do not stall after proof of concept.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	4 Delivery teams have clear decision rights.	Work does not freeze between functions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	5 Reusable templates exist for use case briefs and risk reviews.	Teams move faster without skipping controls.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	6 KPIs track adoption, value, quality, and risk.	Leaders see the full picture.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	7 Vendor management includes renewal and exit criteria.	Lock-in and shelfware are controlled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	8 Knowledge is captured from each pilot.	Learning compounds across teams.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	9 Support model exists for AI-enabled workflows.	Users know where to go when something breaks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3
<input type="checkbox"/>	10 Continuous improvement cadence is established.	AI capabilities stay useful over time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			0	1	2	3

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Use case readiness screen

Before investing in a pilot, screen each candidate for value, feasibility, risk, and adoption readiness. Strong use cases score well on all four dimensions.

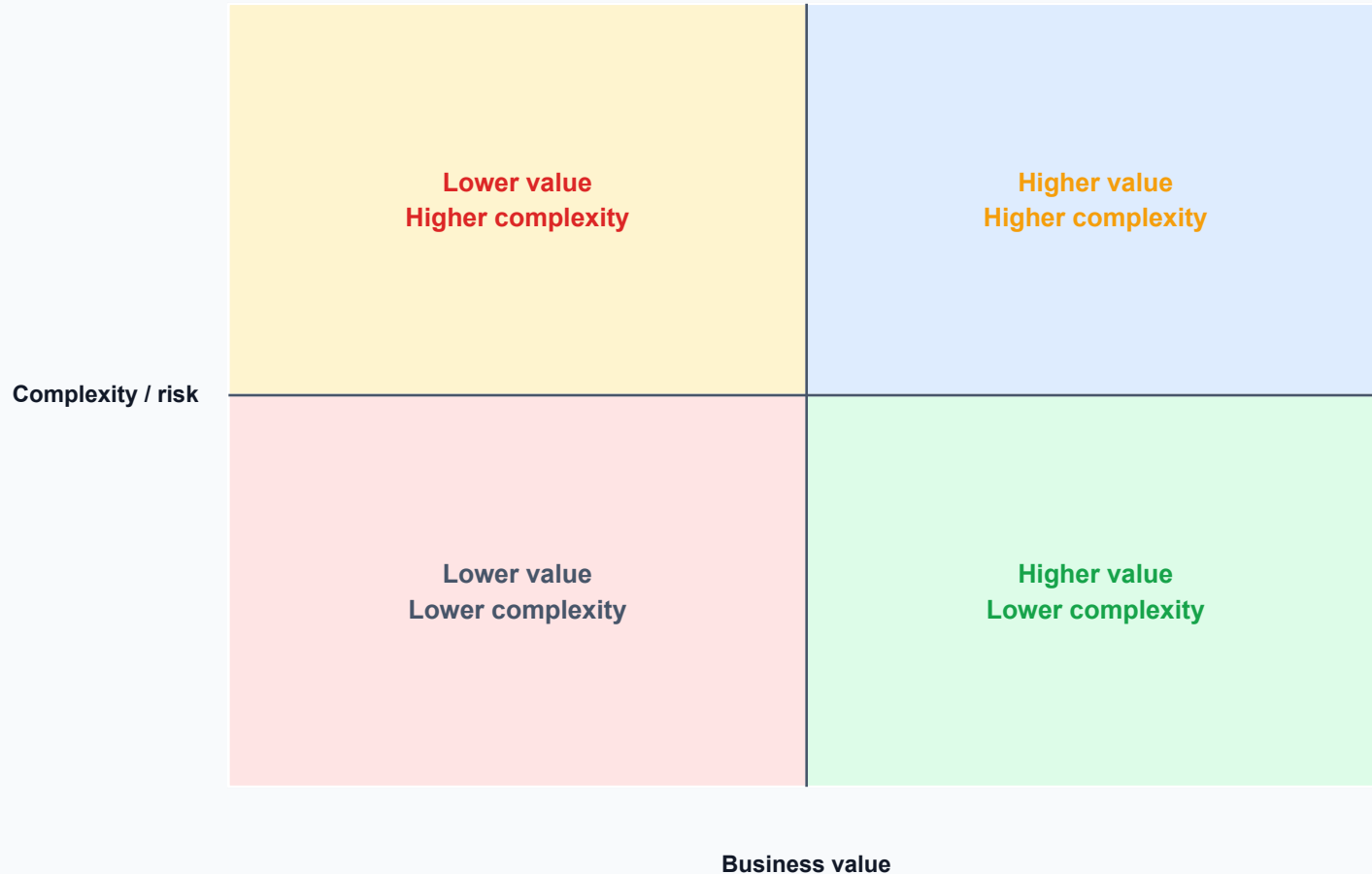
Screening question	Strong evidence	Score 0-3
Is the business problem valuable and specific?	A named owner can quantify the pain, volume, cost, or revenue opportunity.	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Is AI the right approach?	Alternatives were considered; AI improves speed, scale, quality, personalization, or decision support.	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Is data available and permissible?	Required data exists, quality is understood, and use is allowed by policy.	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Can outputs be verified?	Humans, tests, or reference data can evaluate correctness and detect failure.	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Will users adopt it?	Workflow owners are involved and changes to process, training, and incentives are planned.	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
Can it be operated safely?	Monitoring, support, escalation, and rollback are defined before launch.	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3

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Prioritize AI opportunities

Plot your candidate use cases. Start with high-value, lower-complexity use cases that build reusable capabilities. Delay use cases with high risk until governance and controls are stronger.



Value

Revenue, cost, time, quality, customer experience, or compliance impact.

Complexity

Data availability, integration effort, workflow change, oversight, and operations.

Risk

Privacy, safety, bias, legal, security, brand, and regulatory exposure.

Leverage

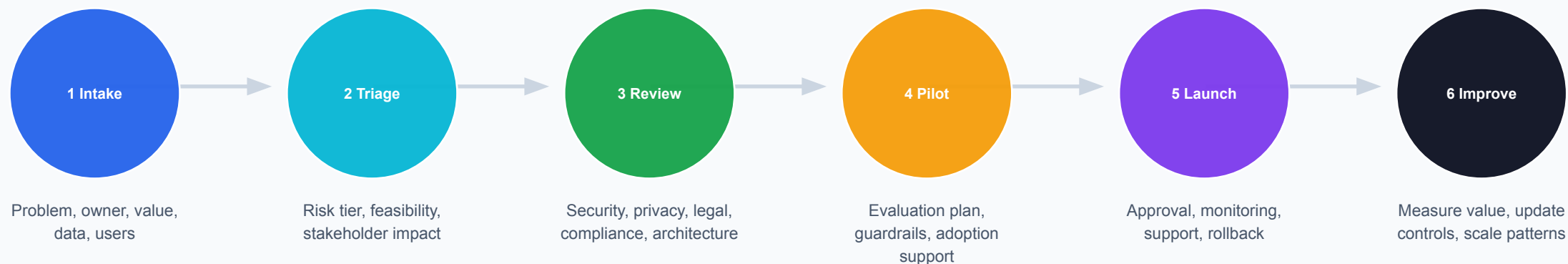
Whether the use case creates reusable data, platform, or governance patterns.

Use this guide as a working assessment. Mark evidence, score each item, and convert gaps into a focused 90-day roadmap.



Suggested AI governance workflow

A readiness program should make responsible AI easy to follow. Use one lightweight path for low-risk use cases and a deeper path for high-impact or regulated use cases.



Minimum evidence to retain

- Use case brief and risk tier
- Data source and permission notes
- Evaluation results and acceptance criteria
- Approvals, owner, launch date, and monitoring plan

Common anti-patterns

- No owner after pilot
- No user training before launch
- No way to detect bad outputs
- No documented rollback path

Use this guide as a working assessment. Mark evidence, score each item, and convert gaps into a focused 90-day roadmap.



Security and privacy quick test

Use these questions with any AI tool, model, vendor, or workflow that touches enterprise data. Answering "no" or "unknown" usually means more review is required before launch.

Data exposure

What data enters the AI system, where is it stored, and who can access it?

Training use

Can vendor or internal systems use prompts, files, or outputs to train models?

Identity and access

Are permissions inherited from enterprise systems and reviewed regularly?

Output handling

Can AI outputs create records, send messages, make changes, or influence decisions?

Auditability

Can prompts, sources, approvals, and decisions be reviewed later?

Incident response

Who is notified if sensitive data is exposed or unsafe outputs are produced?

Practical rule: If the AI tool sees confidential, personal, regulated, or customer-impacting information, treat it as a governed system - not a productivity experiment.

Use this guide as a working assessment. Mark evidence, score each item, and convert gaps into a focused 90-day roadmap.



30-60-90 day readiness roadmap

Translate assessment results into a sequenced action plan. Start with gaps that unlock multiple use cases or reduce material risk.

30 days

Establish baseline

Confirm strategic use cases, score readiness, assign owners, define policy basics, and select one controlled pilot.

Owner: _____

Metric: _____

60 days

Build repeatability

Create templates, data access paths, evaluation criteria, training plan, and governance workflow.

Owner: _____

Metric: _____

90 days

Prepare to scale

Launch pilot, measure value, document lessons, harden operations, and decide what to scale, stop, or redesign.

Owner: _____

Metric: _____

Roadmap principle: sequence the capability, not just the use case. Data access, evaluation, monitoring, and training should become reusable assets.

Use this guide as a working assessment. Mark evidence, score each item, and convert gaps into a focused 90-day roadmap.



Scoring worksheet

Transfer each domain score here. Scores are directional; the discussion and evidence notes are more important than the exact number.

Domain	Raw score	Max	Percent	Evidence / notes
Strategy & Value	/ 30	30	%	
Data Foundation	/ 30	30	%	
Technology Platform	/ 30	30	%	
Talent & Change	/ 30	30	%	
Governance & Risk	/ 30	30	%	
Operating Model	/ 30	30	%	

Total score: _____ / 180 Readiness band: _____ Top 3 gaps: _____ / _____ / _____

Use this guide as a working assessment. Mark evidence, score each item, and convert gaps into a focused 90-day roadmap.



Gap action planner

Use one row per priority gap. A good action is specific, owned, measurable, and connected to a use case or risk that matters.

Priority gap	Why it matters	Owner	Target date	Measure	Next action
1					
2					
3					
4					
5					
6					

Prioritize gaps that unlock multiple use cases, reduce high-severity risk, or remove repeated friction for teams.

Use this guide as a working assessment. Mark evidence, score each item, and convert gaps into a focused 90-day roadmap.



Stakeholder interview guide

Use these prompts to validate checklist scores with evidence from leaders and frontline teams. The best readiness assessments combine documentation with interviews.

Business leaders

- Which AI opportunities matter most to our strategy?
- What outcomes would justify investment?
- Where would AI create unacceptable risk?

Data and technology

- Which datasets are most ready or least trusted?
- Where do integration or access blockers appear?
- How will AI be monitored in production?

Risk, legal, security

- What approvals are required for each risk tier?
- What evidence is needed before launch?
- How do we handle incidents or audit requests?

Frontline users

- Which tasks are repetitive, slow, or error-prone?
- What would make AI outputs trustworthy?
- What training or workflow change is needed?

Evidence beats opinion. Ask for examples, dates, owners, dashboards, policies, tickets, and measurable results.

Use this guide as a working assessment. Mark evidence, score each item, and convert gaps into a focused 90-day roadmap.



Common readiness gaps to watch for

Many organizations are closer to AI experimentation than AI readiness. These gaps are common and fixable when they are made visible early.

— Data ownership is unclear

Assign domain owners and decision rights before expanding access.

— Pilots do not have launch criteria

Define value, risk, and adoption thresholds before build starts.

— Governance is too vague or too heavy

Create risk tiers so low-risk work moves fast and high-risk work gets review.

— Users are trained on tools, not workflows

Teach verification, escalation, and how AI changes the job-to-be-done.

— No operating model for support

Define who handles defects, questions, approvals, and model updates.

— ROI ignores change management

Include process redesign, training, governance, and adoption time in the business case.

Readiness is not a one-time score. Reassess after major use cases, tool changes, regulatory updates, or organizational restructures.

Use this guide as a working assessment. Mark evidence, score each item, and convert gaps into a focused 90-day roadmap.



Executive questions before scaling AI

Use these questions in steering committee or board conversations once early pilots show promise.

- 1 Where is AI already being used, officially or unofficially?

- 2 Which AI use cases create the most value in the next 12 months?

- 3 What data, technology, talent, or governance gaps constrain scale?

- 4 What risks require board-level visibility or external assurance?

- 5 How will we measure adoption, ROI, quality, fairness, and operational resilience?

- 6 What operating model will turn AI experiments into durable capabilities?



Use this guide as a working assessment. Mark evidence, score each item, and convert gaps into a focused 90-day roadmap.



InitializeAI

Your AI readiness score is a starting point - not a verdict.

Use the results to focus leadership attention, prioritize the right use cases, and build the capabilities that make AI safe, useful, and scalable.

Next step: Turn the top five gaps into a 90-day action plan with accountable owners and measurable outcomes.

Ready to turn your AI readiness score into an action plan?

Contact us at sales@initializeai.com to discuss an AI Readiness Workshop, pilot project, or implementation roadmap.