AI Readiness Checklist

30 questions across six areas. Tick each statement that is true for your organisation today, then add up your score.

How to use it: answer honestly for the organisation as a whole, not your best team. Where people disagree, mark “no” and note the disagreement; it is often the most useful finding.

01 Strategy & value

- [ ] Leadership has agreed two or three business outcomes AI should improve.
- [ ] Each priority use case has a named business owner.
- [ ] Use cases are ranked by value and feasibility, not by novelty.
- [ ] There is a budget line for AI beyond a single pilot.
- [ ] Success is defined in business numbers, not model accuracy.

Score for this area: ____ / 5

02 Data

- [ ] Key data sources for priority use cases are known and accessible.
- [ ] Data has named owners and documented definitions.
- [ ] Data quality is measured for the data AI will use.
- [ ] Rules for sensitive and personal data are written down.
- [ ] Unstructured content (documents, email, tickets) is findable.

Score for this area: ____ / 5

03 Platforms & engineering

- [ ] There is an approved environment to build and run AI systems.
- [ ] Models and prompts are versioned and tested like code.
- [ ] AI systems can be monitored for quality, cost and latency.
- [ ] Integration with core systems is possible through APIs.
- [ ] There is a standard way to call approved models securely.

Score for this area: ____ / 5

04 People & skills

- [ ] Most staff understand what AI can and cannot do in their role.
- [ ] Some teams use AI tools in their daily work.
- [ ] There are people who can build and evaluate AI systems.
- [ ] Leaders can judge AI use cases, risks and returns.
- [ ] There is a plan to grow AI skills by role.

Score for this area: ____ / 5

05 Governance & risk

- [ ] There is a responsible-AI policy people actually follow.
- [ ] AI use cases are reviewed for risk before launch.
- [ ] Consequential AI decisions keep a person in the loop.
- [ ] Security and privacy teams are involved from the start.
- [ ] AI activity is logged and can be audited.

Score for this area: ____ / 5

06 Operating model

- [ ] Someone senior is accountable for AI across the organisation.
- [ ] There is a central team or Centre of Excellence for AI.
- [ ] Business and technology teams work on AI together.
- [ ] Successful use cases have a path to scale.
- [ ] Value from AI is tracked after launch.

Score for this area: ____ / 5

✓ Your score

Total: _____ / 30

0–10	**Explore**	Focus on two or three priority use cases, clear ownership and basic data access.
11–20	**Build**	Put shared platforms, evaluation and governance in place, and grow skills by role.
21–30	**Scale**	Industrialise delivery, extend agents and automation, and track value across the portfolio.