

AI Readiness Assessment Checklist

For leaders considering an ai product or pilot

In plain words

Check whether the problem, information, ownership, and operating environment are ready for focused AI work.

This document is for leaders considering an ai product or pilot. It is designed to help someone make a clear decision, not to create unnecessary process.

What you need

- Candidate use case
- Representative examples
- Named accountable owner

What to do

- Score business readiness.
- Score data and control readiness.
- Record blockers and the next decision.

What good looks like

- The intended outcome is written in plain language.
- One person owns the decision and the next action.
- Inputs, exclusions, and data boundaries are explicit.
- Evidence is reviewed before the work expands.

What this does not promise

This document does not guarantee a business result, replace legal or regulatory advice, or approve production use. Final scope, controls, and acceptance criteria must reflect the actual organization and workflow.

Working notes

Decision: _____

Owner: _____

Evidence: _____

Next action: _____