

Baseline Capability Worksheet

Assess your organization's current AI readiness
across four capability pillars.

How to Use This Worksheet

WHO

Complete as an individual or with a small team (2–4 people). One person should own each pillar.

WHEN

Before any broad AI introduction. This is a pre-rollout tool, not a retrospective.

HOW

Document current state only — not future goals. Answer based on evidence, not intention.

CONNECTION

Pairs with your AI Readiness Score. Use it to validate that score, add context, and surface gaps not captured numerically.

Capability Pillars

This worksheet evaluates your organization across four interconnected pillars. Each pillar is assessed separately and scored 1–5.

Leadership Alignment

Sponsorship, direction, and ownership of AI decisions

Governance & Guardrails

Policies, risk boundaries, and acceptable use

Workforce Capability

Understanding, skills, and confidence across the team

Workflow Integration

Defined use cases and structured adoption in real workflows

Reflect on each question. Note only what you can support with evidence.

- Is there visible sponsorship from at least one senior leader?
- Have AI expectations been defined and communicated to the team?
- Is leadership aligned on what success looks like in the first 90 days?
- Is there an assigned owner for AI decisions and accountability?
- Is there a shared understanding of what AI is — and is not — being used for?

Score this pillar:

___ / 5

Notes / Supporting context:

LEADERSHIP ALIGNMENT

Reflect on each question. Note only what you can support with evidence.

- Do written policies for AI use exist, even in draft form?
- Have acceptable and unacceptable use cases been defined?
- Are data privacy and confidentiality boundaries clearly stated?
- Is there a process for employees to raise concerns about AI use?
- Do managers know how to handle incorrect or harmful AI output?

Score this pillar:

___ / 5

Notes / Supporting context:

GOVERNANCE & GUARDRAILS

Reflect on each question. Note only what you can support with evidence.

- Do most employees understand what AI tools do and do not do?
- Are there individuals already using AI independently?
- Is there a base level of comfort experimenting with AI tools?
- Have skills gaps been identified relative to planned AI use?
- Is there a plan to build foundational understanding before scaling?

Score this pillar:

___ / 5

Notes / Supporting context:

WORKFORCE CAPABILITY

Reflect on each question. Note only what you can support with evidence.

- Have specific workflows been identified as strong candidates for AI?
- Is AI use tied to measurable outcomes, not just access?
- Are there informal or unsanctioned uses already happening?
- Is there a pilot or testing process for evaluating AI in workflows?
- Can the team describe one workflow where AI could reduce manual effort?

Score this pillar:

___ / 5

Notes / Supporting context:

WORKFLOW INTEGRATION

Capability Scoring

Scale: 1 = None · 3 = Emerging · 5 = Structured

See Scoring Guidance slide for full 1 / 3 / 5 descriptors.

Leadership Alignment

___ / 5

Governance & Guardrails

___ / 5

Workforce Capability

___ / 5

Workflow Integration

___ / 5

TOTAL

___ / 20

This worksheet complements the AI Readiness Score — use it to validate that score, add context, and identify gaps not captured numerically.

Scoring Guidance

Leadership Alignment

1 → No alignment, no ownership, unclear direction

3 → Some awareness, informal alignment, inconsistent direction

5 → Clear alignment, defined ownership, shared expectations

Workforce Capability

1 → No understanding, no confidence, skills not mapped

3 → Basic awareness, isolated skills, inconsistent confidence

5 → Solid understanding, skills mapped to use cases, team ready

Governance & Guardrails

1 → No policies, undefined risk boundaries, no oversight

3 → Policies in discussion, some boundaries defined, inconsistently applied

5 → Documented policies, clear boundaries, defined accountability

Workflow Integration

1 → No AI in workflows, no use cases identified

3 → Informal use underway, some cases identified, inconsistent

5 → Defined use cases, structured integration, measurable adoption

Interpreting Your Results

What your scores indicate:

Mostly 1–2 → Early Stage

Prioritize clarity and guardrails before any AI rollout begins.

Mixed → Fragmented

Focus on alignment across pillars before expanding scope.

Mostly 4–5 → Structured

Ready for a controlled, intentional pilot with clear guardrails.

What to watch for:

- Workflow ahead of governance → risk. Don't scale what isn't governed.
- Workforce behind leadership → adoption gaps. Capability must keep pace.
- Scores patterns matter as much as totals. A low governance score cannot be offset by high scores elsewhere.

Baseline Summary

Use this section as a decision checkpoint before moving to next steps.

Strengths — What is already working in your favor?

Evidence-based observations only. What can you point to?

Key Gaps — Where are the most significant weaknesses?

Focus on gaps that could stall or derail adoption.

Risks — What could go wrong if AI is introduced now?

Include governance, team readiness, workflow, and reputational risks.

Pilot Opportunities — What is a realistic, low-risk first step?

Small scope, defined outcome, measurable result.

Next Step

You have completed your baseline assessment.

Your scores and context now inform two critical decisions:

→ What guardrails need to be defined before any pilot begins?

→ Which workflow is the right starting point?

Bring this completed worksheet into the next lesson on AI Guardrails.

It will anchor your decisions throughout Stage 1.

Your baseline is not a grade. It is a starting point.
