

FREE PRACTICAL TOOL

AI Readiness Checklist

Twenty-two checks that tell you whether your organization is ready to adopt AI — before you choose a single tool.

01 Quick check

Six questions, five minutes.

02 Four capability pillars

Sixteen statements, scored honestly.

03 What to do next

Turning gaps into a starting point.

HOW TO USE THIS

Start with the quick check

This checklist is the paper companion to the AI Readiness Score at airolloutframework.com/ai-readiness-score. Work through it honestly — an accurate picture of where you actually are is worth more than a flattering one. Nothing here needs a technical background.

The six-item quick check

If you cannot tick most of these, that is a structure gap rather than a technology gap.

- ☐ Someone is formally named as the owner of AI decisions.
- ☐ Written guardrails exist for data handling and output review.
- ☐ You know where AI is already being used inside the organization.
- ☐ At least one candidate workflow is documented end to end.
- ☐ Success is defined in measurable terms before the pilot starts.
- ☐ Your team knows what counts as acceptable use, and what does not.

Most organizations that feel behind on AI are not behind on technology. They are unstructured — a different problem, with a different fix.

Strategy & Leadership Clarity

Mark each statement you could defend to a colleague today — not one you intend to be true soon.

- ☐ Leadership has discussed how AI may affect workflows, productivity, or service quality in our environment.
- ☐ There is at least a basic understanding of why AI would be used here beyond general curiosity.
- ☐ Someone is clearly responsible for evaluating AI opportunities or next steps.
- ☐ AI discussion here is tied to outcomes, workflows, or risks rather than hype.

Four ticks: this pillar is a strength. Two or fewer: start here.

Governance & Risk Awareness

Mark each statement you could defend to a colleague today — not one you intend to be true soon.

- ☐ People generally understand what data should never be entered into public AI tools.
- ☐ AI use is discussed with at least some awareness of policy, compliance, or reputational risk.
- ☐ Important AI outputs would be reviewed before they are acted on or shared broadly.
- ☐ There is at least a basic sense of what "safe experimentation" with AI looks like here.

Four ticks: this pillar is a strength. Two or fewer: start here.

Workflow Integration

Mark each statement you could defend to a colleague today — not one you intend to be true soon.

- ☐ We can identify at least one low-risk workflow where AI could improve speed, quality, or consistency.
- ☐ People here could describe at least one current task that AI could meaningfully assist without major risk.
- ☐ There is at least some awareness of how AI tool outputs should be reviewed before they affect real work.
- ☐ If we piloted AI in one area today, we could define what success looks like in practical terms.

Four ticks: this pillar is a strength. Two or fewer: start here.

Capability & Skill Development

Mark each statement you could defend to a colleague today — not one you intend to be true soon.

- ☐ Most people here could use a basic AI tool with at least some practical confidence.
- ☐ There is some shared understanding of what AI is — and is not — good at in a workplace context.
- ☐ People here feel comfortable asking questions about AI without fear of looking uninformed.
- ☐ If a structured AI skill development path existed for our team, there would be genuine interest in using it.

Four ticks: this pillar is a strength. Two or fewer: start here.

WHAT TO DO NEXT

Turn the gaps into a starting point

The pillar with the fewest ticks is where a structured rollout should begin. That is the whole point of the exercise — not a score, but a starting position you can defend.

Score it properly

The same sixteen statements, scored instantly with a stage-based report and pillar breakdown, at airolloutframework.com/ai-readiness-score

If AI is already in use

Start with visibility rather than a ban. See the shadow AI guide at airolloutframework.com/resources/employees-using-ai-without-approval/

If you are ready to move

The AI Capability Rollout Framework is a structured 90-day path from readiness to measured adoption, at airolloutframework.com/framework

Built for managers and directors at small and mid-sized organizations. No technical background required.