

AI Readiness Assessment

A Quick Organisational Checklist

Like it or not, your users are already using AI. Sometimes in ways you may not even realise.

Without clear organisational standards and guidance, well-meaning staff could inadvertently expose sensitive information or run into compliance issues by using unsecured AI tools. Setting expectations and rules for how AI is used at work isn't just about governance - it's about protecting your data, your people and your business. Taking a proactive approach helps prevent mistakes before they happen and ensures AI is a genuine asset, not a liability.

Use this assessment to check your organisation's AI readiness. For each question below, answer honestly based on your current situation. Remember, there is no perfect score—this process is about understanding your strengths and the areas that may need improvement.

Strategy

AI is only as valuable as the challenge it helps you solve. This section focuses on defining your goals, identifying relevant opportunities, and ensuring you're clear about what you want AI to achieve for your business.

Question	Yes/No
Have you found processes that AI could improve?	
Do you have key metrics (KPIs) to measure AI's impact?	
Is it clear what problem AI should solve?	
Can you estimate the return on investment or payback period?	
Is budget set aside for this project?	

Data

Good AI relies on good data. This section checks whether your data is accessible, well-organised, accurate, and free from bias, so your AI solution has the foundation it needs to work properly.

Question	Yes/No
Have you identified data sources for your AI project?	
Is your data centralised and accessible?	
Is your data clean, well-structured, and easy to interpret?	
Do you have a process to check data accuracy?	

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Are there ways to spot bias or unfairness in your data?	
Does your data need to meet privacy or compliance rules (like GDPR)?	
Is there a framework for managing your data?	

Technology & Security

AI has various levels of security. To ensure confidential data does not leak, make sure you are using your tech responsibly. This part is all about policies, protocols, and controls to keep your data and systems safe when using AI.

Question	Yes/No
Do you have clear AI policies and protocols?	
Have you set up security protocols to protect your data and systems?	
Are the essential security controls in place and working?	

Organisation & Culture

AI only works if your people are on board. This section looks at how well your organisation and clients are prepared for change, and whether communication and support structures are in place to help everyone adapt to using AI.

Question	Yes/No
Have you shared your vision for AI with the business?	
Is your team ready to adopt and use AI?	
Do you have a plan to manage changes for your team as you bring in AI?	
Do you have a plan to help your clients manage changes from your use of AI?	

Every “no” is just an area to focus on before you move forward. Use this assessment to help guide your preparations for working with AI.

Ready to take the next step? Send us your completed assessment and we'll work with you to turn your results into a clear, actionable plan tailored to your organisation. We're here to help you move forward with confidence.

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