

# AI Readiness Checklist

25 honest questions to assess whether your organisation is truly ready to deploy AI.

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## How to use this checklist

Work through each item honestly. Mark Yes, No or Partial. At the end, count your Yes answers. Be brutally honest — a No now saves wasted budget later.

#	Readiness item	Response
<b>Data Foundations</b>		
1	<b>Your most important business data is clean, complete and trusted</b> Poor data = AI that produces wrong answers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial
2	<b>You have a clear, documented data model for your key domains</b> AI needs to understand the structure of your data	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial
3	<b>Data from different systems can be joined reliably</b> Disconnected data prevents most AI use cases	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial
4	<b>You have a named data owner for each key data domain</b> Ownership drives quality and accountability	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial
5	<b>You have data governance policies that are actively followed</b> Governance prevents AI from amplifying bad data	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial
<b>Infrastructure &amp; Security</b>		
6	<b>Your data is stored in a cloud or modern on-premise platform</b> Most AI tooling requires cloud-accessible data	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial
7	<b>You can expose data via APIs or modern connectors</b> AI tools need programmatic access to data	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial
8	<b>You have role-based access controls on sensitive data</b> AI must not expose data to unauthorised users	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial
9	<b>Your security team has reviewed AI tool usage policies</b> Unsanctioned AI use creates compliance risk	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial

- 10** **You have a process for reviewing third-party AI vendors** [ ] Yes [ ] No [ ] Partial  
AI vendors often process your data on their servers

### Use Case Clarity

- 11** **You have identified at least one specific business problem AI could solve** [ ] Yes [ ] No [ ] Partial  
Vague AI ambition leads to failed projects

- 12** **The business outcome for your AI use case is clearly defined** [ ] Yes [ ] No [ ] Partial  
You need to know what success looks like upfront

- 13** **The ROI case for your top AI use case has been estimated** [ ] Yes [ ] No [ ] Partial  
If you cannot model the return, you cannot justify the investment

- 14** **The AI use case has been prioritised by leadership** [ ] Yes [ ] No [ ] Partial  
Without sponsorship, AI projects stall in delivery

- 15** **You know what data is required to power your top use case** [ ] Yes [ ] No [ ] Partial  
No data = no AI — this must be verified early

### People & Change Readiness

- 16** **The team whose workflow the AI will change has been consulted** [ ] Yes [ ] No [ ] Partial  
AI imposed on teams rarely gets adopted

- 17** **There is a named internal owner who will champion the AI project** [ ] Yes [ ] No [ ] Partial  
Ownership drives adoption past the pilot phase

- 18** **Your organisation has a track record of adopting new technology** [ ] Yes [ ] No [ ] Partial  
Change readiness is a real constraint on AI ROI

- 19** **Staff understand that AI is a tool, not a replacement** [ ] Yes [ ] No [ ] Partial  
Fear drives resistance — expectation-setting matters

- 20** **You have budget allocated for training alongside the AI deployment** [ ] Yes [ ] No [ ] Partial  
Tools without training rarely stick

### Governance & Risk

- 21** **You understand which regulations apply to AI in your sector** [ ] Yes [ ] No [ ] Partial  
FCA, GDPR, EU AI Act — sector rules vary significantly

- 22** **You have a process for reviewing AI outputs before they act autonomously** [ ] Yes [ ] No [ ] Partial  
Human-in-the-loop is essential for high-stakes decisions

- 23 You can explain how an AI decision was reached if challenged** [ ] Yes [ ] No [ ] Partial  
 Explainability is a legal requirement in many contexts
- 24 You have a rollback plan if the AI produces poor outputs** [ ] Yes [ ] No [ ] Partial  
 Every AI deployment needs an off switch
- 25 You have defined acceptable vs unacceptable AI use cases internally** [ ] Yes [ ] No [ ] Partial  
 Boundaries must exist before you deploy

## Your score

Yes answers	What it means	Recommended next step
<b>20–25</b>	AI-ready. You have strong foundations.	Digital Workforce Sprint — deploy AI in 6 weeks
<b>13–19</b>	Partially ready. Specific gaps to address first.	AI Opportunity Assessment — prioritise and sequence
<b>7–12</b>	Not yet ready. Foundations need work.	Data Maturity Assessment — fix the foundations first
<b>0–6</b>	Early stage. Significant groundwork required.	Discovery Call — understand the full picture

### Want us to review your checklist with you?

Book a free 30-minute discovery call at [weingenious.tech](https://weingenious.tech) · [hello@weingenious.tech](mailto:hello@weingenious.tech)