

AI Readiness Checklist

10 Practical Steps to Prepare Your Organization for AI

AI adoption can transform your organization — but success depends on preparation. Use this checklist to evaluate where your organization stands and identify your next steps toward responsible and effective AI adoption.

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AI Strategy

Is your AI strategy clearly aligned with business objectives?

Quick Win: Define 1–2 AI use cases that can deliver measurable value within the next 6 months.

Data Quality & Governance

Is your data accurate, secure, and compliant?

Quick Win: Audit your top 3 data sources for completeness, quality, and GDPR compliance.

Leadership Commitment

Is leadership actively supporting AI adoption?

Quick Win: Host an AI awareness session with leadership to align priorities and objectives.

Employee Training

Are employees equipped to use AI tools responsibly?

Quick Win: Offer a short workshop or share curated learning resources on AI fundamentals.

Ethics & Compliance

Do you account for emerging AI regulations (e.g., EU AI Act)?

Quick Win: Create a 1■page ethics and compliance checklist before starting any AI pilot.

Technical Infrastructure

Is your infrastructure scalable and secure enough for AI workloads?

Quick Win: Review your cloud provider's AI services, data pipelines, and security measures.

Budget & Resources

Is there a defined budget for AI experimentation?

Quick Win: Start with a pilot allocation (e.g., 5–10k€) to validate one practical AI use case.

Integration into Operations

Is AI integrated into everyday business processes?

Quick Win: Identify one repetitive task to automate (e.g., invoice classification or FAQs).

Measuring ROI

Do you measure outcomes and business impact from AI?

Quick Win: Define 2–3 KPIs (e.g., hours saved, error reduction, conversion rate) before pilot launch.

Scaling Readiness

Are you prepared to scale proven AI pilots organization-wide?

Quick Win: Document pilot results, lessons learned, and governance best practices to enable scaling.

Your Next Step in AI Adoption

This checklist gives you a snapshot of your organization's AI readiness. The next step is translating these insights into action — through tailored governance frameworks, compliance preparation, and AI capability building.

Explore more insights, templates, and practical resources for responsible AI adoption at mauronunes.com.