

AI Readiness Checklist

A structured self-assessment for leadership teams preparing for responsible and practical AI adoption. Work through each section with the executive team, then use the gaps to prioritise capability building, governance and use-case selection.

How to use this tool

1. Complete each section with the relevant function leaders present.
2. Mark every item as in place, partial or absent, and name an action owner.
3. Prioritise sections with three or more gaps.
4. Convert the gaps into a sequenced ninety day AI readiness plan.

1. Leadership and strategy

Item	In place	Partial	Absent	Action owner
Leadership has agreed why the organization is adopting AI				
AI priorities are linked to specific business outcomes				
An executive owner is accountable for AI adoption				
A budget envelope for AI capability and tooling exists				
Leadership can explain the organization's AI position to employees				

2. Use cases and workflow

Item	In place	Partial	Absent	Action owner
Candidate use cases are documented rather than assumed				
Use cases are prioritised by frequency, effort, risk and reviewability				
The workflow around each use case has been reviewed for redesign				
Human review points are defined for AI assisted output				
Success measures are agreed before a pilot begins				

3. Workforce capability

Item	In place	Partial	Absent	Action owner
Current AI usage across functions has been measured honestly				
Capability requirements are defined by role, not generically				
Executives have received a business-level AI briefing				
Managers can review AI assisted work in their own function				
Role based practice uses the organization's own tasks and documents				

4. Governance, data and risk

Item	In place	Partial	Absent	Action owner
Approved tools are listed and communicated				
Confidential data that must never be entered is defined				
Disclosure expectations for AI assisted work are stated				
An escalation route exists for uncertain or risky use				
Responsible AI guidance has been published to all employees				

5. Adoption and measurement

Item	In place	Partial	Absent	Action owner
Adoption is tracked by function rather than assumed				
Time, quality and error effects are measured				
Managers reinforce practice after training ends				
Unsuccessful use cases are retired deliberately				
Lessons are shared across functions				

Scoring: count items marked Absent or Partial in each section. Any section with three or more gaps should be treated as a priority for structured review. Carnelian Consult | info@carnelianconsult.com | carnelianconsult.com