

# AI Readiness Assessment

This assessment is designed to enable stakeholders to evaluate their organization's readiness for AI adoption through seven different areas of key criteria. To complete the assessment, review each criteria area and select the score that best represents your organization from the provided descriptions. When complete, total up your organization's score and then compare with the scoring rubric.

| Dimension           | Key Questions  | Readiness Rating (1-5) | Rubric/Description   | Notes/Evidence |
|---------------------|--|------------------------|--|----------------|
| Strategic Alignment | Is AI part of strategic priorities? Do executive leaders support this initiative?  |                        | <p><b>1</b> Leadership is largely uninvolved. Individual teams may be experimenting with AI but it happens at their own discretion.</p> <p><b>2</b> Some leaders or managers are interested in AI adoption and promoting specific testing.</p> <p><b>3</b> Leadership is aware and supports AI testing, is curious to see results and ROI.</p> <p><b>4</b> Leaders and managers recognize the value of AI and have identified specific use cases they wish to scale, many teams are involved.</p> <p><b>5</b> The entire organization is part of the AI initiative, leaders are unified behind the program and have made that clear.</p> |                |
| Data Readiness      | Can systems support AI workloads? Will scaling with AI impact our current systems? |                        | <p><b>1</b> Data is limited and scattered. It is not tied back to business functions or strategic.</p> <p><b>2</b> Organizational data is somewhat available though it lacks accuracy and purpose.</p> <p><b>3</b> The organization has a notable amount of available data that is trustworthy and connects to many business functions.</p> <p><b>4</b> Data is plentiful and strategically maps to important business functions while still being largely accurate.</p> <p><b>5</b> The organization has exceptional data insights that are sweeping, accurate, and directly connected to most or all parts of the organization.</p>    |                |

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|----------------------|---|------------------------|---|----------------|
| Workforce Capability | Are employees trained for AI adoption? Are leaders in place to facilitate AI training and upskilling? |                        | <p><b>1</b> Internal AI champions are limited or nonexistent. Most employees know only the basics.</p> <p><b>2</b> A limited number of AI champions exist but they exist in a vacuum without a strategy.</p> <p><b>3</b> Multiple AI champions exist and are working to upskill teams when possible.</p> <p><b>4</b> Most or all teams have AI champions and an ongoing training program exists to upskill teams.</p> <p><b>5</b> A dedicated AI function exists at the company and leads enterprise-scale AI strategy and adoption.</p>  |                |
| Ethics & Governance  | Do we have ethical AI principles?   |                        | <p><b>1</b> Organization has no specific AI ethical framework or position. It's the wild west.</p> <p><b>2</b> The organization has a few 'red light, green light' style policies on AI use.</p> <p><b>3</b> An ethical framework exists that explains a basic position on AI use cases and acceptability.</p> <p><b>4</b> The organization has notable documentation that informs a clear vision for AI uses across the organization.</p> <p><b>5</b> The organization has a fully documented position on AI that includes a philosophical perspective and is future-facing.</p> |                |

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| Culture & Change      | Are employees open to AI adoption? How resistant is our culture to change? |                        | <p><b>1</b> Individual workers are largely wary of AI and view it as a threat, unreliable, or overhyped.</p> <p><b>2</b> Individuals are adopting and using AI on a limited and personal basis for some tasks.</p> <p><b>3</b> The organization largely acknowledges value in AI and many individuals and some teams have begun using it.</p> <p><b>4</b> AI is baked into the company's strategy and leadership is backing the change management process to orient culture around it.</p> <p><b>5</b> The company fully embraces AI and all teams and individuals are engaging with it on some level with an appreciation for its value.</p>                          |                |
| Financial & Resources | Is AI budgeted sustainably? Can we do this and do it right?                |                        | <p><b>1</b> No specific AI budget exists. Individuals must use free or personally purchased tools.</p> <p><b>2</b> The organization has created budget for common standalone tools like ChatGPT for some teams.</p> <p><b>3</b> The organization has an active budget for AI that funds AI tools across the organization.</p> <p><b>4</b> Organization has dedicated budget both for current tools and AI expansion that includes hiring AI roles and developing internal capabilities.</p> <p><b>5</b> A robust budget exists to expand existing AI usage internally, explore and scale new AI use cases, and maintain a healthy AI function in the organization.</p> |                |

**Scoring Rubric:**

**7-12** **LOW READINESS:** multiple parts of the organization require additional training and enablement.

**13-18** **AVERAGE READINESS:** the business is likely gaining momentum on AI adoption but has obvious areas for improvement.

**19-24** **STRONG READINESS:** the organization is rapidly adopting AI workflows and multiple teams are likely already making significant progress with optimization and standardization as key opportunities.

**25-30** **IDEAL READINESS:** the business is poised to execute and the energy and leadership are all in place to capitalize on the AI opportunity.