

AI Readiness Checklist

50 checks that tell you where your business stands on AI adoption. Work through each section, tick the boxes that apply to you today, and use the score at the end to decide your next step.

50 Total checks	7 Focus areas	30 min Time to complete
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How to use this checklist

Print this document or fill it in digitally. For each check, mark whether it is true today. Be honest. If you are unsure, mark it as not done. Count your total at the end and match to the scoring guide.

For a more detailed assessment with personalised recommendations, take the 5-minute interactive scan at [aieadypro.eu](https://aireadypro.eu).

SECTION 1

Strategy & Vision

7 checks in this section. Tick what applies to your business today.

<input type="checkbox"/>	01. Leadership has a written AI vision that connects to business goals for the next 24 months.
<input type="checkbox"/>	02. You have identified the top three problems AI should help solve in your business.
<input type="checkbox"/>	03. You know which KPIs AI initiatives will improve (revenue, cost, time, quality).
<input type="checkbox"/>	04. You have budget allocated for AI initiatives for the next 12 months.
<input type="checkbox"/>	05. You have a single accountable owner for AI initiatives (not a committee).
<input type="checkbox"/>	06. Your AI vision is communicated to employees below the leadership team.
<input type="checkbox"/>	07. You review AI projects against measurable outcomes, not activity metrics.

SECTION 2

Data & Infrastructure

8 checks in this section. Tick what applies to your business today.

<input type="checkbox"/>	08. Customer data is stored in a structured system (CRM, database) rather than scattered spreadsheets.
<input type="checkbox"/>	09. You can export a clean list of your last 1,000 transactions in under 10 minutes.
<input type="checkbox"/>	10. Your data has consistent identifiers (customer IDs, SKUs, order numbers).
<input type="checkbox"/>	11. You know where each data source lives and who owns it.
<input type="checkbox"/>	12. You have deleted or archived irrelevant legacy data in the past 12 months.
<input type="checkbox"/>	13. Your data retention policy is documented and enforced.
<input type="checkbox"/>	14. Internal documents are stored in a searchable location (not email attachments).
<input type="checkbox"/>	15. Key processes are documented as steps, not only as habits.

SECTION 3

People & Skills

7 checks in this section. Tick what applies to your business today.

<input type="checkbox"/>	16. At least one person in your team has used an AI tool for their work in the past 30 days.
<input type="checkbox"/>	17. You have identified who would champion AI adoption across teams.
<input type="checkbox"/>	18. Employees have access to AI training resources (courses, tools, sandbox).
<input type="checkbox"/>	19. Staff are encouraged to experiment with AI tools during work hours.
<input type="checkbox"/>	20. You have a plan for upskilling existing staff before hiring specialists.
<input type="checkbox"/>	21. You can describe current tasks that will change if AI is adopted.
<input type="checkbox"/>	22. You have a policy on responsible AI use that employees have read.

SECTION 4

Use Case Identification

7 checks in this section. Tick what applies to your business today.

<input type="checkbox"/>	23. You can name three specific tasks in your business that AI could speed up.
<input type="checkbox"/>	24. These tasks repeat at least 20 times per week.
<input type="checkbox"/>	25. You have estimated the hours these tasks consume per month.
<input type="checkbox"/>	26. You can quantify the cost of errors in these tasks today.
<input type="checkbox"/>	27. You have identified one pilot use case small enough to test in 30 days.
<input type="checkbox"/>	28. The pilot use case has a clearly defined success threshold.
<input type="checkbox"/>	29. You have identified which tasks should remain human-led for quality or compliance reasons.

SECTION 5

Technology & Tools

7 checks in this section. Tick what applies to your business today.

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|--------------------------|---|
| <input type="checkbox"/> | 30. You use modern cloud tools (Google Workspace, Microsoft 365, or equivalent). |
| <input type="checkbox"/> | 31. Your core systems have APIs or export functionality. |
| <input type="checkbox"/> | 32. You have an IT contact who can evaluate new tools on short notice. |
| <input type="checkbox"/> | 33. You have a process for security review of new software. |
| <input type="checkbox"/> | 34. You can integrate new tools without requiring a months-long procurement cycle. |
| <input type="checkbox"/> | 35. Your team has access to browsers and devices capable of running modern AI tools. |
| <input type="checkbox"/> | 36. You have tested at least one paid AI tool (e.g. Claude, ChatGPT Plus, Copilot). |

SECTION 6

Budget & ROI

7 checks in this section. Tick what applies to your business today.

<input type="checkbox"/>	37. You have set aside pilot budget (minimum EUR 1,000) that does not require CFO approval for each purchase.
<input type="checkbox"/>	38. You track time spent on repetitive tasks to calculate potential ROI.
<input type="checkbox"/>	39. You have a method to measure productivity changes after tool adoption.
<input type="checkbox"/>	40. You understand that AI savings often appear in time, not direct cost lines.
<input type="checkbox"/>	41. You have a 12-month view of what AI investments should return.
<input type="checkbox"/>	42. You can shut down a pilot within 30 days if it does not hit target metrics.
<input type="checkbox"/>	43. You have identified which roles would save the most hours per week with AI assistance.

SECTION 7

Governance & Compliance

7 checks in this section. Tick what applies to your business today.

<input type="checkbox"/>	44. You know which regulations apply to your customer data (GDPR, HIPAA, sector-specific).
<input type="checkbox"/>	45. You have reviewed the data-handling terms of the AI tools your team uses.
<input type="checkbox"/>	46. You have a process for reporting AI errors or biased outputs.
<input type="checkbox"/>	47. You maintain a list of AI tools currently in use across the company.
<input type="checkbox"/>	48. You have guidance on when human review of AI output is required.
<input type="checkbox"/>	49. You have identified which business decisions should not be fully automated.
<input type="checkbox"/>	50. Your client contracts allow the use of AI processing of their data, or you have a plan to update them.

YOUR RESULT

Score your AI readiness

Count your ticked boxes and match the number to your maturity level.

Score	Level	What it means
0 - 12	Starter	You are early. Focus on strategy, data and one small pilot.
13 - 24	Explorer	Foundations are forming. Pick a pilot with measurable ROI this quarter.
25 - 36	Builder	You can scale successful pilots. Formalise governance and training.
37 - 44	Scaler	You run AI in production. Double down on ROI tracking and vendor selection.
45 - 50	Leader	You are ahead. Focus on moat building and advanced use cases.

Want a deeper assessment?

Take the 5-minute interactive scan on aieadypro.eu. You receive a personalised score, maturity level and a prioritised action list across all 7 categories.

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