

AI STRATEGY · WORKSHEET

AI Readiness Assessment Worksheet

For leadership teams who need an honest baseline of the company's actual AI readiness before setting an AI roadmap.

How to use this: Score each dimension honestly using current evidence, not aspiration, then use the summary table to identify your single biggest readiness gap.

Dimension 1: Tooling Readiness

Whether AI tools in use have actually been evaluated and approved, versus informally adopted.

Which AI tools are currently in active use across the company, by function?

Which of those tools have been formally reviewed for data handling and security terms?

Is there an approved list of AI tools, or is adoption currently ad hoc per individual?

Dimension 2: Governance Readiness

Whether there's defined ownership and process for AI-related decisions.

Who currently owns AI-related decisions across the company: tools, data, use cases?

Is there any approval step before a new AI tool or use case goes live?

What happens today if someone raises a concern about an AI-generated output or decision?

Dimension 3: Skills Readiness

Whether the workforce has structured competence, not just self-taught habits.

Has any structured guidance been given on how to use AI tools effectively and safely?

How consistent is AI output quality across different people doing similar tasks?

Where have skill gaps caused a visible quality or judgment problem so far?

Dimension 4: Use-Case Readiness

Whether AI effort is going toward deliberately identified, high-value opportunities.

What are the top three places AI could plausibly create value in this business?

Have those use cases been evaluated against effort, risk, and expected value, or just tried?

What is currently driving AI adoption decisions: a documented priority list, or whatever comes up?

Readiness Scorecard

Score each dimension 1-5 (1 = no structured activity, 5 = mature and deliberate) based on the evidence above.

Dimension	Score (1-5)	Key evidence	Priority to address?
Tooling Readiness			
Governance Readiness			
Skills Readiness			
Use-Case Readiness			

This Quarter's Readiness Priority

The dimension scoring lowest relative to where AI activity is currently concentrated is:

The specific action we will take to close that gap is:

The person accountable for this action is:
