

AI Readiness Checklist

A Strategic Framework for Enterprise AI Adoption

By DigiForm - Digital Transformation Studio

Introduction

Artificial intelligence is no longer optional—it's a competitive imperative. But rushing into AI without proper groundwork leads to wasted resources, security vulnerabilities, and failed implementations.

This checklist provides a strategic framework to assess your organization's AI readiness across four critical dimensions: **Data Infrastructure**, **Organizational Capacity**, **Security & Governance**, and **Strategic Alignment**.

Use this as a diagnostic tool before your next AI investment.

Phase 1: Data Infrastructure Readiness

Data Quality & Accessibility

- Data inventory complete:** We have documented all data sources, formats, and locations
- Data quality baseline established:** We measure accuracy, completeness, and consistency
- Centralized data access:** Teams can access relevant data without manual requests
- Data labeling infrastructure:** We have processes for labeling training data

- Historical data retention:** We retain sufficient historical data for model training (minimum 12-24 months)

Technical Infrastructure

- Cloud infrastructure in place:** We use scalable cloud services (AWS, Azure, Google Cloud)
- API-first architecture:** Our systems expose data through APIs
- Real-time data pipelines:** We can process and deliver data in near real-time
- Version control for data:** We track changes to datasets over time
- Compute resources allocated:** We have GPU/TPU access for model training

Data Governance

- Data ownership defined:** Each dataset has a clear owner responsible for quality
- Privacy compliance verified:** We comply with GDPR, CCPA, and relevant regulations
- Data retention policies:** We have clear policies for data lifecycle management
- Audit trails implemented:** We can track who accessed what data and when
- Data classification system:** We categorize data by sensitivity level

Score: ___/15

Phase 2: Organizational Capacity

Team & Skills

- AI literacy training completed:** Leadership understands AI capabilities and limitations
- Technical talent identified:** We have data scientists, ML engineers, or access to them

- Cross-functional AI team:** We have representation from IT, Legal, Business, and Security
- Change management plan:** We have a strategy for workforce adaptation
- Continuous learning culture:** We invest in ongoing AI education for employees

Process & Workflow

- AI use case prioritization:** We have a framework for evaluating AI opportunities
- Pilot project framework:** We can rapidly test AI solutions before full deployment
- Success metrics defined:** We know how to measure AI ROI
- Feedback loops established:** We can collect user feedback and iterate
- Integration playbook:** We have processes for integrating AI into existing workflows

Budget & Resources

- AI budget allocated:** We have dedicated funding for AI initiatives
- Vendor evaluation criteria:** We have a framework for assessing AI vendors
- Build vs. buy strategy:** We know when to build custom vs. buy off-the-shelf
- Long-term investment plan:** We have a 3-5 year AI roadmap
- Contingency planning:** We have backup plans if AI projects fail

Score: ___/15

Phase 3: Security & Governance

Security Posture

- AI-specific security policy:** We have guidelines for AI system security

- Prompt injection defenses:** We protect against malicious input manipulation
- Model access controls:** We restrict who can deploy or modify AI models
- Shadow AI monitoring:** We track unauthorized AI tool usage
- Incident response plan:** We have procedures for AI security breaches

Ethical & Legal Framework

- AI ethics policy established:** We have principles guiding responsible AI use
- Bias detection processes:** We test models for discriminatory outcomes
- Explainability requirements:** We can explain how AI systems make decisions
- Legal review completed:** Our legal team has vetted AI use cases
- Third-party AI audit:** We have external validation of AI systems

Compliance & Risk Management

- Regulatory compliance verified:** We meet industry-specific AI regulations
- Data sovereignty addressed:** We know where AI-processed data is stored
- Vendor risk assessment:** We evaluate third-party AI providers' security
- IP protection strategy:** We protect proprietary data used in AI training
- Insurance coverage:** We have cyber insurance covering AI-related risks

Score: ___/15

Phase 4: Strategic Alignment

Business Strategy

- AI vision articulated:** Leadership has communicated why AI matters to our business
- Competitive analysis complete:** We understand how competitors use AI

- Customer value proposition:** We know how AI improves customer experience
- Revenue impact modeled:** We have projected AI's financial impact
- Market differentiation:** We know how AI creates competitive advantage

Execution Readiness

- Executive sponsorship:** We have C-level champion for AI initiatives
- Stakeholder buy-in:** Key departments support AI adoption
- Quick wins identified:** We have low-risk, high-impact AI projects ready
- Scalability plan:** We know how to expand successful pilots
- Communication strategy:** We have a plan for internal AI announcements

Long-Term Sustainability

- AI governance board:** We have oversight for AI strategy and ethics
- Performance monitoring:** We track AI system performance over time
- Model retraining schedule:** We have processes for updating AI models
- Vendor lock-in mitigation:** We avoid dependency on single AI providers
- Innovation pipeline:** We continuously evaluate new AI capabilities

Score: ___/15

Scoring & Interpretation

Total Score: ___/60

50-60: AI-Ready

Your organization has strong foundations for AI adoption. Focus on execution and scaling successful pilots.

Next Steps:

- Launch 2-3 high-impact AI pilots in the next quarter
- Establish AI Center of Excellence to share learnings
- Begin vendor partnerships for specialized AI capabilities

35-49: Foundational Gaps

You have some readiness but critical gaps remain. Address these before major AI investments.

Next Steps:

- Prioritize data infrastructure and governance improvements
- Invest in AI literacy training for leadership and teams
- Start with low-risk AI experiments to build confidence

20-34: Early Stage

Significant groundwork needed before AI adoption. Focus on building fundamentals.

Next Steps:

- Conduct comprehensive data audit and quality assessment
- Establish AI governance framework and ethical guidelines
- Hire or partner with AI experts for strategic guidance

0-19: Pre-Readiness

AI adoption is premature. Focus on digital transformation basics first.

Next Steps:

- Modernize data infrastructure and establish cloud presence
 - Build cross-functional collaboration and change management capabilities
 - Develop 12-18 month roadmap for AI readiness
-

Recommended Actions by Score Range

Immediate Priorities (All Organizations)

1. **Establish AI governance framework** - Define who makes AI decisions and how
2. **Conduct data quality audit** - Understand what data you have and its fitness for AI
3. **Identify quick wins** - Find low-risk, high-impact AI use cases to build momentum

6-Month Roadmap

1. **Build AI literacy** - Train leadership and key teams on AI capabilities
2. **Pilot 1-2 AI projects** - Test AI in controlled environments with clear success metrics
3. **Develop vendor relationships** - Evaluate and partner with AI solution providers

12-Month Vision

1. **Scale successful pilots** - Expand proven AI use cases across the organization
 2. **Establish AI Center of Excellence** - Create internal expertise and best practices
 3. **Integrate AI into strategy** - Make AI a core component of business planning
-

About DigiForm

DigiForm specializes in AI-powered digital transformation for enterprises. We help organizations assess AI readiness, design implementation roadmaps, and deploy scalable AI solutions that drive measurable business value.

Ready to accelerate your AI journey?

Visit digiform.io to schedule a strategic consultation.
