

# AI Readiness Assessment



## Leadership Alignment

- Is there a clearly defined, communicated AI strategy at the executive level?
- How aligned is your leadership team around your AI goals?
- Do leaders actively model AI adoption?
- Have you established an AI Transformation Team dedicated to overseeing your AI strategy?
- If the AI Transformation Team differs from leadership, are their strategies closely aligned?
- Does the transformation team understand staff concerns and fears around AI, and do they have clear strategies to mitigate these?



## Policy & Governance

- Do you have clearly documented, actionable AI policies?
- Are these policies integrated into everyday workflows?
- Is there consistent adherence to these guidelines across your organization?
- Do you have working examples of company-aligned AI use and what policy looks like in practice?
- Has your team been specifically trained on your AI policy?
- Do your teams know how to effectively manage Personally Identifiable Information (PII)?



## Training & Capability

- Does your organization offer continuous, role-specific AI training?
- Are team members confident in using AI tools effectively in their roles?
- Do you have AI technical and change management experts on staff who know how to employ problem-based learning for maximum effectiveness?
- Do teams regularly share insights, tools, and best practices with each other?
- Do teams participate in group and collaborative training sessions, encouraging cross-pollination of ideas and shared learning experiences?

## Technical Readiness & Security

- Do your teams clearly understand the differences between baseline large language models?
- Have you selected and vetted enterprise-grade AI tools suitable for your team's specific needs?
- Are you aware of all AI-related security concerns, and do you have clear strategies in place to mitigate these risks?
- Are team, role, or industry-based AI bots built with protective measures to ensure efficiency and reliability through reuse?

## Prompt Engineering & Practical Implementation

- Do your teams understand solid, scientific principles of effective prompt engineering?
- Have teams developed role-specific, industry-specific prompts?
- Do teams have ready access to well-crafted, effective prompts tailored for their jobs and industries?
- Does your team understand how to interpret AI citations, conduct deep research effectively, and apply human-in-the-loop methodologies?
- Do your teams have a clear understanding of AI model selection and related tools?

## Measurement & Improvement

- Do you regularly track key success metrics for your AI initiatives?
- Are these metrics clearly communicated and used to drive ongoing improvements?
- Do employees understand how their individual AI usage contributes to organizational goals?
- Do you have AI technical and change management support readily available to address post-training questions?
- Is there a clear plan for your team to stay updated on rapid advances in AI?
- Is an annual AI strategy review process established, with a designated individual responsible for monitoring and adapting to the fast-paced changes in AI?



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