

The AI Readiness Checklist

Seven foundations. Eighteen honest questions. One clear picture of whether your organisation is ready to scale AI.

Up to 60% of AI projects are abandoned for want of ready data. The failures are rarely the technology. They are the foundations beneath it: unclear ownership, data nobody trusts, processes that cannot be automated, and risks that were never considered.

This checklist is a fast, honest self-assessment across the seven foundations that decide whether AI succeeds. Tick only the statements you can answer with genuine confidence. Then score yourself using the guide at the end.

FOUNDATION 01

Governance and strategy

Clear ownership and direction, so AI initiatives pull together instead of fragmenting.

- We have named, accountable owners for AI and data decisions.
- Our AI ambitions are linked to specific business outcomes, not just “doing AI”.
- There is a forum where AI and data decisions actually get made.

FOUNDATION 02

Data quality and integrity

AI amplifies whatever is in the data. Confident AI depends on confident data.

- We know which data is critical for AI, analytics, and reporting.
- We can trust the quality of that critical data, and we monitor it.
- Key business terms and definitions are agreed and documented.

FOUNDATION 03

Process and operations

Automation only works on top of processes that are stable and repeatable.

- The processes behind our priority data are consistent across teams.
- Our processes are stable and documented enough to automate.

FOUNDATION 04

Technology and architecture

Data that is accessible and integrated, rather than scattered across silos.

- Our priority data is accessible and integrated, not locked in silos.
 - We can explain where critical data comes from and how it flows.
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FOUNDATION 05

Risk, security and compliance

New exposure, addressed up front rather than after an incident.

- We have considered privacy, security, and responsible-AI risks for our AI plans.
 - Sensitive and confidential data is classified and appropriately controlled.
 - We have responsible-AI guardrails or guidance for how AI may be used.
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FOUNDATION 06

People and capabilities

The literacy, roles, and confidence to use AI well and sustain it.

- Our people can use AI outputs well, and question them when needed.
 - Roles for data ownership and stewardship are clear and filled.
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FOUNDATION 07

Value realisation and monitoring

Knowing whether AI is delivering value, and keeping it on track.

- We have defined what success and value look like for our AI initiatives.
- We can monitor whether AI stays accurate, useful, and trusted.
- Someone is accountable for the ongoing performance of AI in use.

HOW TO READ YOUR SCORE

Count the boxes you could honestly tick.

15-18 Strong foundations. You are well placed to scale AI with confidence. A readiness assessment will confirm your strengths and sharpen priorities.

9-14 Partly ready. The foundations are forming, but gaps remain that could undermine AI. A readiness assessment will pinpoint what to fix first.

0-8 Significant gaps. Scaling AI now would likely amplify risk. Start by strengthening the highest-impact foundations before going further.

YOU HAVE A PICTURE. NOW GET THE DETAIL.

The AI Enablement Readiness Assessment

A focused 1-3 week diagnostic that scores your organisation against all seven foundations and delivers a readiness heatmap, a register of the gaps that matter most, and a prioritised roadmap your leadership team can act on.

Book an initial discussion:

calendly.com/rachael-fay-dataqualityadvisory/30min

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