



# AI Readiness Checklist

This AI Readiness Assessment Checklist provides a thorough framework to evaluate your enterprise's readiness for AI adoption. It focuses on critical areas such as data availability, team capabilities, technical infrastructure, and security posture. This resource is designed to help you pinpoint gaps and prepare effectively for successful AI implementation.

## How to Use This Checklist

### 1. Review Each Section

This checklist, divided into six key areas, contains specific questions to assess your readiness in each area:

- Strategic Alignment
- Data Infrastructure
- Technical Infrastructure
- Team Capabilities
- Security and Compliance
- Organizational Readiness.

### 2. Score Each Question

Assign a score of 1 for "Yes" and 0 for "No" for each question. Sum the scores for each section to determine your readiness level in that area. Then, add up the scores from all sections to get your overall AI readiness score.

### 3. Interpret Your Score

Based on your score, follow the recommendations provided to address gaps and enhance your AI readiness. These recommendations include actions you can take on your own, and areas where 8th Light can support you.



# Strategic Alignment

Align AI initiatives with business objectives and strategy.

## AI Vision and Goals

✓ | ✗ Have you clearly articulated the vision and strategic goals for AI within your business?

✓ | ✗ Are these goals aligned with your overall business strategy?

## High-Impact Use Cases

✓ | ✗ Have you identified specific business problems that AI can solve?

✓ | ✗ Are these use cases prioritized based on potential impact and feasibility?

## AI Roadmap

✓ | ✗ Do you have a detailed roadmap outlining the steps for AI implementation?

✓ | ✗ Does the roadmap include key milestones, timelines, and resource allocation?

## Notes

Use this space to write down any additional context, thoughts, or notes related to this specific category. This can include details about your organization's current state or processes relevant to this area, explanations for any "No" responses to the checklist questions, potential challenges or roadblocks you foresee for this category, and ideas or next steps for addressing gaps or improving readiness.

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## Data Infrastructure

Ensure robust data management and processing capabilities.

### Data Availability and Quality

✓ | ✗ Is your data clean, organized, and accessible?

✓ | ✗ Do you have processes in place for continuous data quality monitoring and improvement?

### Data Integration

✓ | ✗ Are you able to integrate data from various sources, both internal and external?

✓ | ✗ Do you have a unified view of your data assets?

### Data Governance

✓ | ✗ Have you established data governance policies to ensure data security, privacy, and compliance?

✓ | ✗ Are there clear roles and responsibilities for data management within your organization?

### Notes

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# Technical Infrastructure

Ascertain if your technical infrastructure can support AI initiatives.

## Computing Resources

✓ | ✗ Do you have the necessary computing power to handle AI workloads?

✓ | ✗ Are your infrastructure and network capabilities scalable to support future AI needs?

## AI Tools and Platforms

✓ | ✗ Have you selected appropriate AI tools and platforms that align with your technical requirements?

✓ | ✗ Are these tools integrated with your existing systems and workflows?

## MLOps and CI/CD Pipelines

✓ | ✗ Do you have MLOps practices in place for model versioning, automated testing, and continuous integration/continuous deployment (CI/CD)?

✓ | ✗ Are your AI models production-ready and easily maintainable?

## Notes

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# Team Capabilities

Determine if your team has the necessary skills and expertise for AI.

## Skill Assessment

✓ | ✗ Have you assessed the current AI and ML skills within your team?

✓ | ✗ Are there identified gaps that need to be addressed through training or hiring?

## Training and Development

✓ | ✗ Do you have training programs and workshops tailored to upskill your team in AI and ML?

✓ | ✗ Are there continuous learning opportunities to keep your team updated with the latest AI advancements?

## Cross-Functional Collaboration

✓ | ✗ Is there effective collaboration between data scientists, engineers, and business stakeholders?

✓ | ✗ Do you have interdisciplinary teams working together on AI projects?

## Notes

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# Security and Compliance

Verify if AI initiatives are secure and compliant with regulations.

## Security Posture

✓ | ✗ Have you conducted a comprehensive security assessment of your AI systems?

✓ | ✗ Are there measures in place to protect against data breaches and cyber threats?

## Compliance and Ethics

✓ | ✗ Are your AI initiatives compliant with industry-specific regulations and standards?

✓ | ✗ Do you have ethical guidelines to ensure responsible AI usage and mitigate biases?

## Risk Management

✓ | ✗ Have you identified potential risks associated with AI implementation?

✓ | ✗ Do you have a risk management plan to address these risks proactively?

## Notes

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# Organizational Readiness

Confirm if your organization is culturally and operationally ready for AI.

## Leadership Support

|  |  Is there strong support and commitment from senior leadership for AI initiatives?

|  |  Are leaders actively involved in AI strategy and decision-making?

## Change Management

|  |  Do you have a change management plan to facilitate AI adoption across the organization?

|  |  Are employees engaged and prepared for the changes brought by AI?

## Performance Metrics

|  |  Have you established clear metrics to measure the success of AI initiatives?

|  |  Are there feedback loops in place to continuously monitor and improve AI performance?

## Notes

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## Scoring Criteria

Tally up your points from each section to determine your AI Readiness score.

**0-9 points:** Needs Improvement

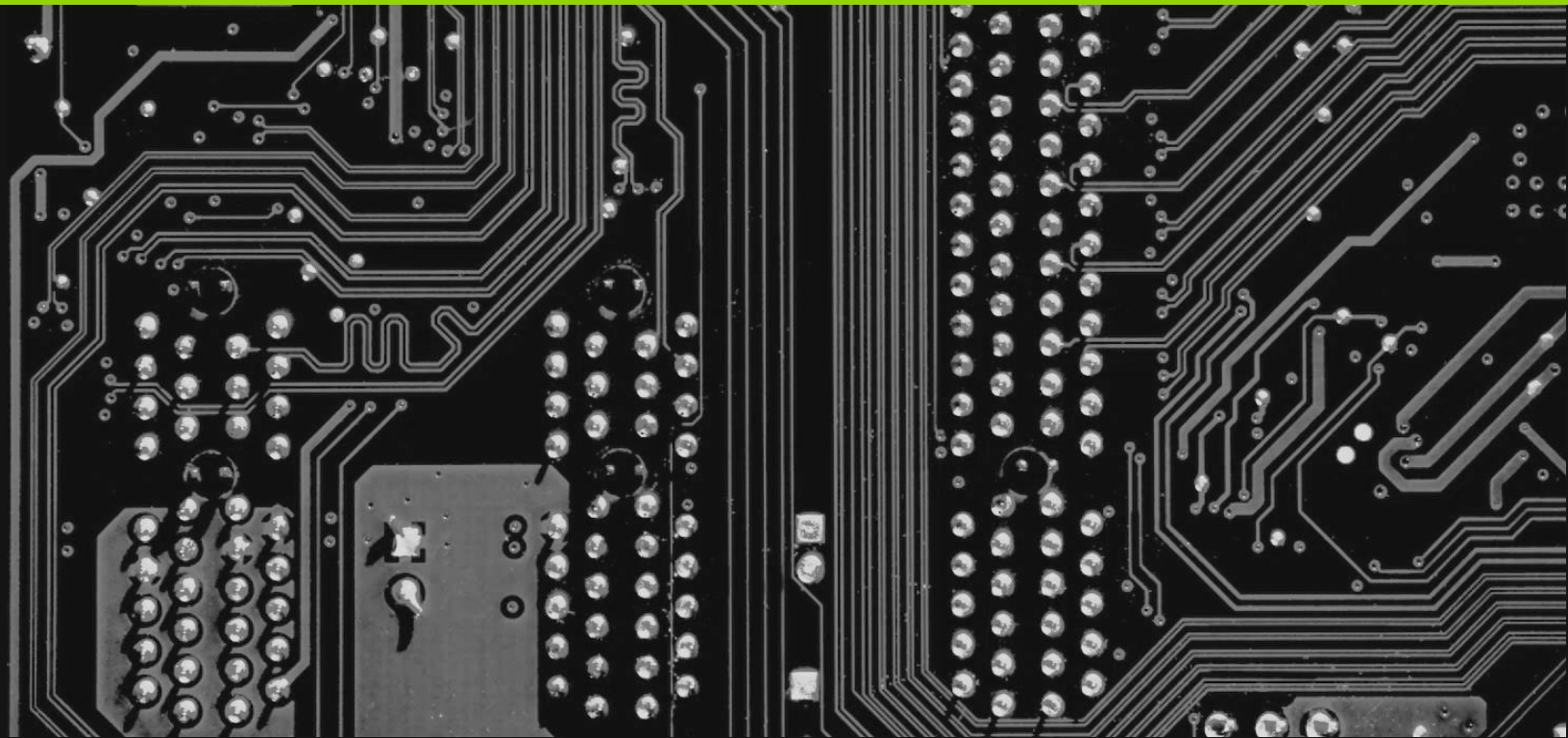
**10-19 points:** Basic Readiness

**20-28 points:** Proficient

**29-37 points:** Advanced

## How We Can Help

This checklist is intended to provide a preliminary understanding of your AI readiness and highlight potential areas for improvement. For the most comprehensive analysis of AI readiness, contact us for an assessment. We can help further define your AI vision, bolster data and infrastructure, and upskill your team through training workshops and programs.





# Readiness Level

## 0-9 points: Needs Improvement

### What You Can Do

- \* Conduct a comprehensive assessment of your organization's current state, including data infrastructure, technical capabilities, and team skills.
- \* Develop a strategic plan for AI adoption, aligning it with your business objectives and prioritizing high-impact use cases.
- \* Establish data governance policies and implement processes for data quality monitoring and improvement.
- \* Invest in upgrading your technical infrastructure, including computing resources and AI tools, to support AI workloads.
- \* Provide training and development programs to upskill your team in AI and ML technologies.

## 10-19 points: Basic Readiness

### What You Can Do

- \* Review and refine your AI strategy to ensure alignment with business goals and prioritize high-impact use cases.
- \* Enhance data management practices, improve data quality, and integrate data from various sources.
- \* Assess and upgrade your technical infrastructure to support AI workloads, including computing resources and network capabilities.
- \* Provide continuous training and development opportunities to upskill your teams in AI and ML technologies.

# Readiness Level

## 20-28 points: Proficient

### What You Can Do

- \* Continuously review and refine your AI strategy to ensure alignment with evolving business needs.
- \* Implement best practices for MLOps, CI/CD pipelines, and model versioning to ensure your AI models are production-ready and easily maintainable.
- \* Conduct comprehensive security assessments, implement robust security measures, and ensure compliance with industry standards and ethical guidelines.
- \* Foster cross-functional collaboration and establish interdisciplinary teams for AI projects.

## 29-37 points: Advanced

### What You Can Do

- \* Continue to build on your strong foundation by exploring advanced AI applications and innovations.
- \* Identify new opportunities for AI-driven growth and transformation.
- \* Establish a robust change management plan to facilitate seamless AI adoption across the organization.
- \* Continuously monitor and evaluate the performance of your AI initiatives, making adjustments as needed.