**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12093&utm_source=template-word&utm_medium=content&utm_campaign=AI+Readiness+Assessment-word-12093&lpa=AI+Readiness+Assessment+word+12093)AI Readiness Assessment**

*Use this checklist to think about whether your organization is ready to begin the process of adopting and implementing new AI solutions, and whether you are fully equipped to derive the maximum benefit from these technologies. The first section is for brainstorming, and the second section is for marking off individual goals in different critical areas that can affect the success of your AI initiatives.*

Brainstorming

**DATE:**

*Is AI right for our business, and our industry? What can it do to help us perform and deliver better?*

|  |
| --- |
|  |

*Is now the best time to start thinking about implementation and deployment?*

|  |
| --- |
|  |

*What capabilities do we need to adopt AI?*

|  |
| --- |
|  |

*Who will be the most impacted by introducing AI to our processes?*

|  |
| --- |
|  |

*What challenges should we be ready for? What controversies around AI are we most worried about, and how will we address them?*

|  |
| --- |
|  |

Checklist

**DATE:**

1. Strategic Alignment

|  |  |
| --- | --- |
|  | We have clearly defined and laid out our goals for AI adoption. |
|  | We have a roadmap for this integration process. |
|  | We have buy-in from executive leadership as well as employees. |

1. Data Readiness

|  |  |
| --- | --- |
|  | We have enough data to implement a new AI solution. |
|  | Our data is accurate, relevant, and high-quality. |
|  | We have reliable data management and integration capabilities. |
|  | We have strong data security and privacy measures. |

1. Financial Readiness

|  |  |
| --- | --- |
|  | We have created a detailed budget for AI adoption. |
|  | We have buy-in on the costs and expenses involved. |

1. Infrastructure

|  |  |
| --- | --- |
|  | We have the required servers and hardware to implement AI. |
|  | We have the required IT infrastructure to implement AI. |
|  | We have the required software and cloud infrastructure. |
|  | We have scalability. |

1. Talent

|  |  |
| --- | --- |
|  | We have employees and leadership skilled in AI, or the ability to collaborate with external experts. |
|  | We have training programs required to upskill staff (or we have plans to initiate them). |
|  | We are dedicated to fostering an environment that encourages innovation and sometimes risk and experimentation. |

1. Ethical and Legal Considerations

|  |  |
| --- | --- |
|  | We have or are developing an AI Ethical Handbook to set clear guidelines for all employees. |
|  | We have reviewed the required regulatory requirements. |

1. Integration

|  |  |
| --- | --- |
|  | We have metrics for AI performance. |
|  | We have a plan for monitoring, evaluation, and maintenance of AI systems. |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |