AI READINESS
SELF-ASSESSMENT

Comprehensive Framework to Evaluate Your Organization's AI Maturity

Assessment Date: October 2025

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1. INTRODUCTION & HOW TO USE THIS ASSESSMENT

This AI Readiness Assessment is designed to help your organization evaluate its current state of AI maturity across six critical dimensions. The assessment will help you identify strengths, gaps, and opportunities for improvement in your AI journey.

How to Complete This Assessment:

1. **Gather key stakeholders:** Include representatives from IT, data teams, business units, HR, and leadership

2. **Review each category:** Read through all questions in each of the six assessment categories

3. **Score honestly:** Rate your organization on a scale of 1-5 for each question

4. **Calculate scores:** Use the scoring methodology to determine your maturity level

5. **Identify priorities:** Focus on the lowest-scoring areas for improvement

6. **Create action plan:** Use the template provided to develop your AI roadmap

2. SCORING METHODOLOGY

Each question should be scored on the following 5-point scale:

Score	Level	Description
1	Initial	No formal processes or capabilities in place
2	Developing	Basic awareness and ad-hoc initiatives begun
3	Defined	Formal processes defined and partially implemented
4	Managed	Processes fully implemented and monitored
5	Optimized	Continuous improvement and industry-leading practices

3. ASSESSMENT CATEGORIES

3.1 STRATEGY & VISION

Evaluate your organization's strategic approach to AI adoption and integration.

#	Assessment Question	Score (1-5)
1.1	We have a clearly defined AI strategy aligned with business objectives	■
1.2	Leadership actively champions and sponsors AI initiatives	■
1.3	We have identified specific use cases where AI can create value	■
1.4	AI investment priorities are clearly defined and budgeted	■
1.5	We have established success metrics and KPIs for AI initiatives	■
1.6	Our AI strategy includes a clear roadmap with milestones	■
1.7	We regularly assess and update our AI strategy based on outcomes	■
1.8	Cross-functional collaboration for AI initiatives is formalized	■
	CATEGORY TOTAL:	**___/40**

3.2 DATA READINESS

Assess your organization's data infrastructure, quality, and management practices.

#	Assessment Question	Score (1-5)
2.1	We have high-quality, clean, and well-organized data	■
2.2	Data governance policies and standards are established	■
2.3	Data is accessible and integrated across systems	■
2.4	We have sufficient historical data for AI model training	■
2.5	Data privacy and security measures are robust	■
2.6	Real-time data collection and processing capabilities exist	■
2.7	Data labeling and annotation processes are defined	■
2.8	We have a data catalog and metadata management system	■
2.9	Data quality monitoring and improvement processes are in place	■
2.10	We comply with all relevant data regulations (GDPR, CCPA, etc.)	■
	CATEGORY TOTAL:	___/50

3.3 TECHNOLOGY INFRASTRUCTURE

Evaluate your technical capabilities and infrastructure for AI deployment.

#	Assessment Question	Score (1-5)
3.1	We have adequate computational resources (GPUs, cloud infrastructure)	■
3.2	MLOps practices and platforms are implemented	■
3.3	Model development and testing environments are established	■
3.4	API infrastructure for AI model deployment exists	■
3.5	Monitoring and logging systems for AI models are in place	■
3.6	We have version control and model registry systems	■
3.7	Integration capabilities with existing systems are robust	■
3.8	Scalability and performance requirements are met	■
3.9	Disaster recovery and backup systems include AI assets	■
	CATEGORY TOTAL:	**___/45**

3.4 TALENT & SKILLS

Assess your organization's human capital readiness for AI adoption.

#	Assessment Question	Score (1-5)
4.1	We have data scientists and ML engineers on staff	■
4.2	Business teams understand AI capabilities and limitations	■
4.3	Training programs for AI skills are available to employees	■
4.4	We have partnerships with universities or training providers	■
4.5	AI literacy programs exist for non-technical staff	■
4.6	Clear career paths for AI professionals are defined	■
4.7	We can attract and retain top AI talent	■
4.8	Cross-functional teams include AI expertise	■
4.9	External AI consultants/partners supplement our capabilities	■
	CATEGORY TOTAL:	___/45

3.5 GOVERNANCE & ETHICS

Evaluate your AI governance framework and ethical guidelines.

#	Assessment Question	Score (1-5)
5.1	AI ethics guidelines and principles are documented	■
5.2	AI governance committee or board is established	■
5.3	Bias detection and mitigation processes are implemented	■
5.4	Model explainability and transparency standards exist	■
5.5	Risk assessment frameworks for AI projects are defined	■
5.6	Compliance with AI regulations is monitored	■
5.7	Audit trails and documentation standards are enforced	■
5.8	Responsible AI training is mandatory for teams	■
5.9	Vendor and third-party AI solutions are vetted for ethics	■
5.10	Incident response procedures for AI failures are established	■
	CATEGORY TOTAL:	**___/50**

3.6 CULTURE & CHANGE MANAGEMENT

Assess organizational readiness and cultural factors for AI transformation.

#	Assessment Question	Score (1-5)
6.1	Leadership demonstrates commitment to AI transformation	■
6.2	Employees are open to AI-driven changes in workflows	■
6.3	Innovation and experimentation with AI are encouraged	■
6.4	Change management processes for AI adoption are defined	■
6.5	Communication strategies about AI initiatives are effective	■
6.6	Success stories and AI wins are celebrated organization-wide	■
6.7	Failure tolerance and learning from AI experiments exist	■
6.8	Collaboration between IT and business units is strong	■
	CATEGORY TOTAL:	___/40

4. MATURITY LEVEL DEFINITIONS

Overall Score	Maturity Level	Description	Characteristics
0-60	Initial	AI Unaware	• No AI initiatives • Limited understanding of AI potential • No dedicated resources
61-120	Developing	AI Exploring	• Pilot projects underway • Growing awareness • Some dedicated resources • Ad-hoc implementation
121-180	Defined	AI Practicing	• Multiple AI projects • Formal processes emerging • Dedicated team forming • Clear use cases identified
181-240	Managed	AI Scaling	• AI integrated in operations • Mature processes • Strong capabilities • Measurable business value
241-270	Optimized	AI Leading	• AI-first approach • Continuous innovation • Industry leadership • Transformational impact

5. SCORING YOUR ASSESSMENT

Calculate Your Scores:

Category	Your Score	Maximum Score	Percentage
Strategy & Vision	___	40	____%
Data Readiness	___	50	____%
Technology Infrastructure	___	45	____%
Talent & Skills	___	45	____%
Governance & Ethics	___	50	____%
Culture & Change Management	___	40	____%
TOTAL SCORE	___	**270**	____%

Key Insights:

• **Strongest Category:** _____

• **Weakest Category:** _____

• **Overall Maturity Level:** _____

6. ACTION PLANNING TEMPLATE

Based on your assessment results, identify your top priorities:

IMMEDIATE PRIORITIES (0-3 months):

Priority Specific Actions	Success Metrics	Owner
1.		
2.		
3.		

SHORT-TERM GOALS (3-6 months):

Priority Specific Actions	Success Metrics	Owner
1.		
2.		
3.		

LONG-TERM INITIATIVES (6-12 months):

Priority Specific Actions	Success Metrics	Owner
1.		
2.		
3.		

7. RESOURCES & NEXT STEPS

Recommended Next Steps:

1. **Share results:** Discuss assessment findings with leadership and key stakeholders

2. **Validate scores:** Conduct workshops to validate and refine assessment scores

3. **Prioritize investments:** Focus resources on highest-impact improvement areas

4. **Build roadmap:** Create a detailed 12-18 month AI implementation roadmap

5. **Establish governance:** Form an AI steering committee to oversee initiatives

6. **Quick wins:** Identify and execute 1-2 quick win AI projects to build momentum

7. **Skill development:** Launch AI literacy and training programs

8. **Partner selection:** Evaluate and select AI technology and service partners

9. **Measure progress:** Re-assess quarterly to track improvement

10. **Stay informed:** Subscribe to AI industry publications and join communities

Key Resources:

• **AI Strategy Frameworks:** MIT Sloan AI Strategy Guide, McKinsey AI Adoption Framework

• **Training Platforms:** Coursera AI courses, Fast.ai, Google AI Education

• **Industry Reports:** Stanford AI Index, Gartner AI Trends, MIT Technology Review

• **Communities:** AI Forum, Partnership on AI, Local AI Meetups

• **Compliance & Ethics:** AI Ethics Guidelines (EU), NIST AI Risk Management Framework

• **Technology Platforms:** Cloud AI services (AWS, Azure, GCP), Open-source ML frameworks

Remember: AI transformation is a journey, not a destination. Focus on continuous improvement and learning.