



Use this checklist to assess whether your organization is prepared to implement AI in a way that enhances human potential.

Strategic Readiness

- ☐ We have clearly defined goals for AI adoption
- ☐ AI aligns with our mission and values
- ☐ Leadership supports a human-first approach to AI
- ☐ We understand the difference between automation and augmentation

Data Readiness

- ☐ We have access to quality, relevant, and ethical data
- ☐ Our data is organized, secure, and privacy-compliant
- ☐ We understand potential data biases and are prepared to address them
- ☐ We know which teams own data governance

People & Culture Readiness

- ☐ Employees are informed about our AI goals and invited into the process
- ☐ We have a plan to upskill/reskill our workforce



- ☐ There is a culture of experimentation and learning
- ☐ We've assessed the potential impact on roles and workflows

Accessibility & Inclusion

- ☐ We consider accessibility at every stage of AI development
- ☐ We've included people with disabilities in user research/testing
- ☐ We follow inclusive design principles
- ☐ AI tools we adopt or build are WCAG-compliant and usable by all

Ethics & Responsibility

- ☐ We have ethical guidelines or principles for AI use
- ☐ We know how to audit AI for bias, fairness, and transparency
- ☐ There's a clear plan for handling unintended consequences
- ☐ We comply with relevant regulations (e.g., GDPR, ADA, etc.)

Technology & Tooling

- ☐ We've evaluated tools and platforms that support responsible AI
- ☐ We have the technical infrastructure to scale AI responsibly



☐ Our vendors or partners share our human-centered values

☐ We have cybersecurity protocols in place for AI systems

Execution Plan

☐ We've selected pilot projects with measurable outcomes

☐ There's a feedback loop with stakeholders and users

☐ We've planned for scaling successful initiatives

☐ We have KPIs focused on both human and business impact