

# AI Readiness Assessment Template

## Introduction

This template will help you evaluate your organization's readiness to implement and benefit from artificial intelligence. Based on the framework outlined in our blog post "Building AI Readiness: Assessing Your Organization's AI Potential," this assessment covers the key dimensions that determine AI success.

Instructions: 1. Rate your organization on each criterion using the provided scale 2. Add notes on specific evidence or observations for each rating 3. Calculate dimension scores and overall readiness score 4. Review recommendations based on your current readiness level

## Section 1: Current State Assessment

### 1.1 Strategic Alignment

Criterion	Rating (1-5)	Notes
Clear AI objectives defined		
Alignment with business goals		
Formal AI strategy exists		
Executive understanding of AI capabilities		
Defined success metrics for AI initiatives		

**Strategic Alignment Score:** \_\_\_\_/25

### 1.2 Leadership Commitment

Criterion	Rating (1-5)	Notes
Executive sponsorship for AI		
Budget allocated for AI initiatives		
Leadership communication about AI importance		
Willingness to transform processes		
Long-term vision for AI integration		

**Leadership Commitment Score:** \_\_\_\_/25

### 1.3 Talent Framework

Criterion	Rating (1-5)	Notes
AI/ML expertise on staff		
Data science capabilities		

Criterion	Rating (1-5)	Notes
Technical implementation skills		
Business domain expertise		
Change management capabilities		

**Talent Framework Score:** \_\_\_\_/25

#### 1.4 Data Infrastructure

Criterion	Rating (1-5)	Notes
Data accessibility and quality		
Integration across systems		
Data governance procedures		
Security and privacy controls		
Technology infrastructure		

**Data Infrastructure Score:** \_\_\_\_/25

#### 1.5 Organizational Culture

Criterion	Rating (1-5)	Notes
Openness to technological change		
Data-driven decision making		
Innovation encouragement		
Knowledge sharing practices		
Tolerance for experimentation		

**Organizational Culture Score:** \_\_\_\_/25

**OVERALL READINESS SCORE:** \_\_\_\_/125

#### Current Readiness Stage

- **Exploring (25-50):** Learning key AI concepts, beginning to ideate potential use cases
- **Planning (51-75):** Formalizing strategy, studying implementations, assessing technology readiness
- **Implementing (76-95):** Securing resources, building expertise, deploying initial use cases
- **Scaling (96-115):** Creating innovation culture, expanding initiatives, analyzing impact

- **Realizing (116-125):** Embedding AI throughout operations, achieving sustainable value

Your current stage: \_\_\_\_\_

## Section 2: Existing AI Use Assessment

### 2.1 Current AI Applications

Department	AI Tools/Applications in Use	Benefits Observed	Challenges Encountered

### 2.2 Power Users Identified

Name/Role	AI Tools Used	Success Factors	Lessons Learned

## Section 3: High-Impact Prototype Opportunities

### 3.1 Potential AI Use Cases

Business Problem	AI Solution	Expected Impact	Required Resources	Priority (H/M/L)

### 3.2 Prototype Planning for Highest Priority Use Case

- Goal and success metrics:
- Scope and timeline:
- Required participants:
- Technology needs:
- Data requirements:
- Feedback mechanisms:

## Section 4: Data Context Assessment

### 4.1 Data Sources Inventory

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Data Source	Accessibility (1-5)	Quality (1-5)	Relevance to AI Use Cases (1-5)	Integration Complexity (1-5)
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### 4.2 Data Gaps and Integration Needs

- Identified data gaps:
- Integration requirements:
- Data governance considerations:
- Privacy/security concerns:

## Section 5: Business Value Measurement Plan

### 5.1 Baseline Metrics

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Business Metric	Current Performance	Measurement Method	Target Improvement
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### 5.2 ROI Calculation Approach

- Cost components:
- Benefit components:
- Calculation methodology:
- Timeframe for expected returns:

## Section 6: Strategic Roadmap Development

### 6.1 Short-term Actions (0-3 months)

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Initiative	Responsible Party	Resources Required	Success Metrics	Timeline
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## 6.2 Medium-term Actions (3-6 months)

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Initiative	Responsible Party	Resources Required	Success Metrics	Timeline
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## 6.3 Long-term Actions (6-12 months)

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Initiative	Responsible Party	Resources Required	Success Metrics	Timeline
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## Assessment Guidance

### Rating Scale Definition

1. **Not Present (1)**: The criterion is completely absent in the organization
2. **Initial (2)**: Basic awareness exists, but no formal processes or capabilities
3. **Developing (3)**: Some formal processes/capabilities exist but are inconsistent
4. **Established (4)**: Consistent processes/capabilities exist across most of the organization
5. **Optimized (5)**: Advanced capabilities that are continuously improved and integrated throughout

### Recommendations by Readiness Stage

#### Exploring Stage (25-50)

- Focus on education and awareness of AI capabilities
- Identify and document potential use cases
- Survey for existing “shadow AI” usage
- Begin developing executive awareness
- Explore datasets and assess quality

#### Planning Stage (51-75)

- Formalize AI strategy and alignment with business goals
- Secure initial executive sponsorship
- Identify high-impact, low-complexity use cases
- Develop talent acquisition/training strategy
- Begin addressing data integration needs

### **Implementing Stage (76-95)**

- Secure dedicated resources and funding
- Build specialized AI expertise within teams
- Deploy initial high-priority use cases
- Establish governance frameworks
- Create feedback and iteration processes

### **Scaling Stage (96-115)**

- Expand successful initiatives across departments
- Develop center of excellence or similar structure
- Implement comprehensive data strategy
- Create standardized processes for AI development
- Analyze impact of implemented solutions

### **Realizing Stage (116-125)**

- Embed AI throughout business operations
- Foster continuous innovation within teams
- Achieve sustainable and measurable value
- Explore new business models enabled by AI
- Share practices and mentor other organizations

### **Next Steps After Assessment**

1. Review results with leadership team
2. Identify 2-3 priority areas for improvement
3. Develop action plan to address gaps
4. Schedule follow-up assessment in 6 months
5. Consider external expertise if significant gaps exist

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*Download additional AI readiness resources at [app-vitals.com](https://app-vitals.com)*

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