FREE RESOURCE

# AI Readiness Checklist

Ten questions to check whether a process is ready for AI, before you spend on tools. Tick each one you can answer "yes" to.

- [ ] **1** Do you have a recurring process with measurable volume, time, errors, or rework?
  AI pays back on repeated work, not one-off tasks.
- [ ] **2** Is there a named owner for that process?
  Someone must own the result, not just the tool.
- [ ] **3** Is there an executive sponsor who will make the go/no-go decision?
  Pilots without a decision-maker drift.
- [ ] **4** Do you know how the process performs today?
  Without a baseline you cannot prove improvement.
- [ ] **5** Is the information the process needs available digitally?
  Paper and memory are not inputs AI can use.
- [ ] **6** Do you know who is allowed to see that information?
  Permissions must carry through to any AI assistant.
- [ ] **7** Can you grant secure access to the systems involved?
  An authorized access path is a precondition.
- [ ] **8** Is there a human approval path for consequential actions?
  High-impact work should start in draft or approval mode.
- [ ] **9** Would the expected annual benefit be at least three times the pilot cost?
  A simple test that keeps pilots worth funding.
- [ ] **10** Could the pilot pay back within six months?
  Fast payback reduces risk and builds confidence.

YOUR SCORE

# What your answers mean

| "YES" ANSWERS | WHERE YOU ARE | SUGGESTED NEXT STEP |
|---|---|---|
| **8–10** | Ready to scope a pilot | Book an AI Value Sprint to confirm the business case and define an Outcome Pilot. |
| **5–7** | Promising, with gaps | An AI Value Sprint will close the gaps: baseline, owner, access, or controls. |
| **0–4** | Early stage | Start with a 30-minute AI Fit Call or an AI Team Workshop to pick the right first process. |

## Common gaps and how to close them

- **No baseline:** sample 30–60 recent items and time them. A week of data is enough to start.
- **No owner:** name the person whose team does the work and who will use the result.
- **Unclear permissions:** list who can see each document type today; AI should follow the same rules.
- **No approval path:** start in draft mode, where people approve every output.
- **Benefit unclear:** multiply volume by time per item and a loaded hourly cost to size the opportunity.

> **Want a second opinion?** Book a 30-minute AI Fit Call at veoteq.com. We will tell you honestly whether AI is the right fit, and where to start.

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