

## Executive AI Readiness Checklist

**What:** A tool for executives to decide where to start, what to fix first, and if the organization is ready to pilot AI.

**Who:** Executive leadership, business unit leaders, IT, security, data, risk, and operations

### Why AI readiness matters

- Prevents scattered pilots, unclear ownership, and duplicated spend.
- Reduces risk before sensitive data, regulated work, or customer-facing outputs are involved.
- Gives leadership a practical basis to fund, govern, and scale the right use cases.

### How to use it (10-15 minutes)

- Score each item: No = 0, Partial = 1, Yes = 2
- Total score: 0–8 = Pause and fix foundations | 9–16 = Ready for a controlled pilot | 17–24 = Ready to scale with governance

### 1. Foundation readiness

Checklist item	No	Partial	Yes
We have one executive sponsor and one accountable day-to-day owner for this AI initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have defined 1–3 measurable outcomes with a baseline, a 90-day target, and an owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have chosen the first workflow(s) to improve and can explain why they matter now.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have mapped where the required data and documents live, who can access them, and what must not be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have defined where AI may assist humans versus where humans must review, approve, or decide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can name the top three failure modes for this use case and how each one will be contained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 2. Governance and scale controls

Checklist item	No	Partial	Yes
We know where this capability will run, what systems it will touch, and why that environment is approved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have access controls by role, team, and data sensitivity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have review points for high-impact outputs before they reach customers, employees, regulators, or financial processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have spend limits, usage monitoring, and alert thresholds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can log, trace, and review who used the system, what changed, along with outputs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a role-based rollout, training, and communication plan for the teams involved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3. Pressure-test questions

1. If this works, what will we stop doing, stop buying, or do differently?
2. What data, decisions, or actions are clearly out of bounds?
3. If an auditor asked tomorrow, could we explain how outputs are produced, reviewed, and approved?
4. Where could this fail in a way that harms customers, employees, finances, compliance, or reputation?
5. What would make us pause, redesign, or shut this down?
6. What would prove success in 90 days?