

## AI READINESS ASSESSMENT: EXECUTIVE CHECKLIST FOR CEOs AND BOARDS

This executive-level checklist is designed to help CEOs and Board Members quickly assess whether their organization is prepared to successfully implement Artificial Intelligence. It focuses on governance, risk, operating discipline, and measurable outcomes.



### 1. Document workflows.

Do we have documented workflows for the processes we want AI to support or automate?



### 2. Validate data.

Is our underlying data accurate, accessible, and trusted across the organization?



### 3. Identify ownership.

Is there a named executive owner accountable for AI outcomes and ROI?



### 4. Define outcomes.

Have we defined specific, measurable, business outcomes for AI initiatives?



### 5. Assess risk.

Do we know the AI-related risks specific to our industry, customers, & regulatory environment?



### 6. Prioritize use cases.

Have we prioritized high-impact AI use cases rather than attempting broad deployment?



### 7. Assess integration capabilities.

Do our existing systems integrate cleanly with modern AI tools and platforms?



### 8. Perform vendor due diligence.

Have we performed meaningful diligence on AI vendors beyond demos and marketing claims?



### 9. Audit employee adoption.

Do we have a plan to manage employee adoption, trust, and behavioral change?



### 10. Monitor performance.

Have we defined post-implementation metrics to monitor performance, risk, and ROI?

#### Interpreting your results:

- 8 – 10 Yes answers: Strong readiness. Focus on disciplined execution and scaling.
- 5 – 7 Yes answers: Moderate readiness. Address gaps before expanding AI initiatives.
- Below 5 Yes answers: High risk. Foundational issues should be resolved first.