

Appendix A: AI Readiness Assessment

Use this assessment to get a starting picture of where your company stands, ideally after you complete the AI Use Snapshot in Chapter 1 (Worksheet 1.1). Take it again when you finish the book, or at any quarterly review, and compare the two results; the difference shows how far you have come.

This assessment is separate from the AI Opportunity Score in Chapter 4. That score rates one process; this assessment rates the company’s habits. Its readiness areas are not the readiness total in Appendix C.

Part 1: Summarize your AI Use Snapshot

Count the rows in your Worksheet 1.1 snapshot and fill in both columns.

Table 1: AI Use Snapshot Summary.

Snapshot measure	First time	Retake
Date		
AI uses found (rows)		
Rows involving sensitive data		
Rows on tools not approved, or approval unknown		
Rows on personal accounts		
Capabilities in use (generation, extraction, classification, retrieval, prediction and analysis support, tool use)		
Teams that have not yet reported		

Part 2: Score thirty statements

Score each statement: **0** = no, **1** = partly, **2** = yes. Score what is true today, not what is planned. *Partly* counts as 1 only if someone owns it and a date is set; otherwise score 0. When torn, pick the lower number.

Table 2: Readiness Statements.

Area and statement	First	Retake
1. Current AI use (Chapter 1)		
We have an AI Use Snapshot covering every team.		
One named person keeps the snapshot current.		

Area and statement	First	Retake
Sensitive-data rows are marked, and their owners know the interim data rule or the acceptable-use policy.		
Company work with AI runs on approved tools and company accounts, not personal ones.		
We can name at least one place AI should not be used yet, and why.		
2. Processes and owners (Chapters 3 and 6)		
We have a process inventory of at least twenty recurring processes (Appendix B).		
Every inventory row has a named owner or is marked unowned.		
At least one process has a before-AI map, made with the people who do the work.		
Invisible work (searching, re-typing, chasing) is sized as its own inventory row.		
At least one process has a dated baseline its owner has signed off.		
3. Priorities (Chapters 2, 4, and 7)		
At least ten processes are scored on the AI Opportunity Score, with evidence for every 4 and 5.		
Each scored process has a category, an owner, and a next step.		
Each process using AI has a chosen level on the Five Levels, with a reason it is not one level higher.		
No AI purchase is made before its process is mapped and scored.		
“Do nothing” and “fix first” results are recorded with their reasons.		
4. Human authority (Chapters 5 and 8)		
Consequential decisions that stay with a named person are written down.		

Area and statement	First	Retake
For each, what AI may and may not do is written down.		
A person or a rule checks any AI output before it reaches a customer or changes a company record.		
Every automated workflow has a fallback and an exception path that ends with a person.		
Staff have been told what recovered time will go toward.		
5. Data and controls (Chapter 10)		
An approved tool list names each tool's use, highest data class, and contact.		
Data classes (Public, Internal, Confidential, Restricted) are written and staff know them.		
Approved AI tools use company sign-in with multi-factor authentication.		
Each approved tool has a dated vendor review, including subprocessors.		
There is one safe route for reporting AI incidents, with no discipline for honest mistakes.		
6. Measurement and adoption (Chapters 6, 11, 26, and 27)		
We keep recovered hours (capacity) separate from cash saved.		
Every pilot has a stop rule written and signed before it starts.		
Results are reported on two ledgers, hours and cash.		
Every AI tool we pay for gets a keep, consolidate, or retire verdict each quarter.		
A recurring review of the AI portfolio is on the calendar, with names attached.		

Part 3: Read your results

Add each area's five scores (0 to 10 per area).

Table 3: Readiness Results by Area.

Area	First (of 10)	Retake (of 10)	Lowest statement to fix next	Owner	Target date
1. Current AI use					
2. Processes and owners					
3. Priorities					
4. Human authority					
5. Data and controls					
6. Measurement and adoption					
Total (of 60)					

How to use the numbers:

- **Look at the areas, not the total.** A high total can hide a zero in data and controls. The bands below are a reading aid, not a benchmark: 0 to 4, start here; 5 to 7, partly in place; 8 to 10, in place, keep it current.
- **Fix data and controls first.** Any 0 in area 5 should be closed before a pilot touches Confidential or Restricted data.
- **Work the areas in book order.** Areas 1 to 3 come before a first pilot; areas 4 to 6 must be in place before it goes live.
- **Do not chase a perfect score.** A low score in area 6 is normal before your first pilot.

Action: pick one statement from your lowest area, give it an owner and a date, and write it in the results table above.