AI READINESS CHECKLIST

Is your business AI-ready?

20 practical checks across people, leadership, ways of working, support and momentum. Tick what is already true today, add up your score and see what to focus on next.

5 minutes	20 checks	1 clear
to complete	across 5 areas	next step

How to use this checklist

Most organisations already have access to the technology. What separates a successful AI rollout from an expensive experiment is culture: whether people trust it, leaders champion it and teams have the support to make it part of everyday work. Work through each section with your leadership team and be honest. A box left unticked is not a failure, it is your roadmap.

01 Your people

How your team feels about AI shapes how fast it will be adopted.

- ☐ **1.** We have asked staff how they feel about AI, anonymously, so we hear the honest answer.
- ☐ **2.** We know which AI tools people are already using at work, and what they use them for.
- ☐ **3.** We have spotted enthusiastic early adopters who could become AI champions.
- ☐ **4.** Concerns about jobs, skills or workload have been heard and answered openly.

02 Your leadership

People follow where leaders point. A clear message removes uncertainty.

- ☐ **1.** A named senior sponsor owns our AI agenda and is accountable for progress.
- ☐ **2.** Leadership has explained, in plain language, how AI will support our people rather than replace them.
- ☐ **3.** We have agreed two or three business outcomes we want AI to deliver, such as time saved or faster response.
- ☐ **4.** Leaders have committed the time, budget and decision-making support needed to run a first AI pilot.

03 Your ways of working

AI adds the most value when it is pointed at real, everyday work.

- [ ] **1.** Each team has listed the repetitive, time-consuming tasks that slow them down.
- [ ] **2.** We have shortlisted three to five priority use cases that could show value quickly.
- [ ] **3.** Those processes are documented and consistent enough for AI to help with.
- [ ] **4.** Leaders are comfortable delegating suitable tasks to AI, with a person checking the output.

04 Your training and support

Confidence comes from practice, guidance and knowing where to get help.

- [ ] **1.** We have shared simple guidance on what good AI use looks like, and what to avoid.
- [ ] **2.** Role-based training is planned, for example AI for Sales, AI for Finance and AI for HR.
- [ ] **3.** Staff know where to go for help: a Teams channel, AI champions or regular drop-in sessions.
- [ ] **4.** A small, mixed pilot group has been chosen, including a healthy sceptic or two.

05 Your momentum

What gets measured and celebrated gets adopted.

- [ ] **1.** We have captured a baseline before starting, such as time spent on email, meetings or reports.
- [ ] **2.** We know how we will measure both adoption (who is using it) and value (what it changes).
- [ ] **3.** There is a regular feedback loop so we learn what is working and what is not.
- [ ] **4.** Wins and success stories are shared to build momentum across the organisation.

Add up your score

Count your ticks. One point per box, out of 20.

My score

____ / 20

My biggest gap is in section: _____

The one thing we will do this month: _____

Score	Where you are	What to focus on
0 to 5	**Building AI awareness**	You are at the start of the journey. Focus on conversations before tools: understand how people feel, name a sponsor and share a clear message about why AI matters to your organisation.
6 to 10	**Preparing for adoption**	Interest is there. Now give it direction: agree priority use cases, set ownership and plan how you will support and train people before a rollout.
11 to 15	**Ready to pilot**	Strong foundations are in place. Turn enthusiasm into evidence with a focused, measured pilot and a support model your pilot group can lean on.
16 to 20	**Ready to scale**	AI is backed by leadership and your people. Expand with confidence, keep measuring value and make sure governance keeps pace with adoption.

Don't forget the guardrails

This checklist focuses on culture and adoption. Before you roll AI out more widely, make sure your data, access controls and acceptable-use rules are ready too. Our 5 Minute AI Risk Checklist and AI Shield service cover the security and governance side.

READY FOR THE NEXT STEP?

Let's turn your score into a plan.

Accord is an IT Digital Solutions Partner based in Inverness. We help organisations across the Highlands and the UK adopt AI safely, from readiness and Copilot pilots to training, governance and automation. Book a conversation with our AI team and we will talk through your results with you.

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