

CHECKLIST

AI Readiness Checklist

Assess whether your data, infrastructure, and team are ready for your first AI initiative.

How to Use This Checklist

Work through each section with your team. Items you can't check off aren't blockers — they're the starting points for your AI roadmap. Most organizations begin with strong data but gaps in governance or team readiness; this checklist helps surface exactly where to focus first.

1. Data Foundation

	Item
■	Data is centralized or accessible through a unified layer
■	Data quality has been assessed (completeness, accuracy, freshness)
■	Data ownership and access controls are documented
■	Historical data is sufficient for the use case you're targeting

2. Infrastructure & Tooling

	Item
■	You have a cloud environment capable of scaling compute for AI workloads
■	APIs or integration points exist between AI outputs and business systems
■	Monitoring and logging are in place for model performance and drift
■	A plan exists for where models will run — cloud, hybrid, or on-prem

3. Governance & Security

	Item
■	Data privacy and compliance requirements are mapped to your industry

■	There's a review process for AI outputs before they reach customers
■	Roles are defined for who owns AI decisions and accountability
■	A policy exists for acceptable use of third-party AI/LLM providers

4. Team & Process Readiness

	Item
■	Stakeholders agree on the specific business problem AI should solve
■	Success metrics are defined before the project starts
■	There's executive sponsorship and budget for a pilot
■	The team has a plan to iterate based on pilot results

Scoring Your Readiness

12–16 checked: You're in strong position to move to a pilot. 7–11 checked: Address governance or infrastructure gaps before piloting. Fewer than 7: Start with a data and governance foundation project before attempting AI deployment.

Want a guided assessment? 4S IT Solutions' AI Solutions & Automation team can run this checklist with your stakeholders and turn the results into a concrete AI roadmap.