STRATEGIC IT

AI Readiness Audit for Business Leaders

Use this 1-page diagnostic tool to assess whether your business is realistically prepared to pursue AI—before you commit time, money, or resources. Check the boxes that apply. If you're unsure, that's a signal too.

Strategic Alignment

· ☐ Do we have a clearly defined business problem we expect AI to solve?

· ☐ Have we mapped the desired outcomes in terms of revenue, efficiency, or customer impact?

· ☐ Is there executive ownership for this initiative (not just a tech lead)?

Data Readiness

· ☐ Is the required data clean, current, and consolidated (not fragmented or siloed)?

· ☐ Do we know where our critical data lives—and who owns it?

· ☐ Have we defined what's 'in scope' for AI tools (internal only vs. open web)?

· ☐ Are data privacy and security requirements defined for in-scope data?

Process Clarity

· ☐ Are the processes we want to automate or enhance well-documented and repeatable?

· ☐ Have we already optimized the manual version of the process?

· ☐ Is there a clear fallback plan if the AI output is wrong?

Guardrails & Oversight

· ☐ Who is accountable for verifying AI-generated output?

· ☐ Is a named executive or department responsible for verifying AI output?

· ☐ What safeguards are in place to catch errors before they impact customers or operations?

· ☐ Are ethical and compliance issues reviewed before deployment?

Cost vs. Value

·□ Can we quantify the current cost of the task we're trying to automate or accelerate?

·□ Are we pursuing AI for genuine ROI—or to 'keep up' with competitors?

·□ Are we prepared to walk away if the value case doesn't hold?

Scoring & Next Steps

Review each section. If you have more than 1 unchecked boxes in any one area, consider that domain high risk.

Before launching any AI initiative, revisit those areas with your leadership team to ensure readiness.

This audit is not a pass/fail—it's a risk lens to guide responsible, business-aligned AI deployment.