

AI Readiness Checklist

Six areas to check before your business commits to an AI tool

1. Purpose

- ☐ Specific task or process named
- ☐ Current cost in time or money known
- ☐ Success measure agreed
- ☐ Simpler fix considered first
- ☐ Project has a named owner



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2. Data

- ☐ Required documents and systems identified
- ☐ Information accurate and up to date
- ☐ Data reachable by the tool
- ☐ Confidential and personal data mapped
- ☐ Use permitted under privacy policy / UK GDPR

4. Policy

- ☐ Written rules on what may be pasted in
- ☐ Confidential and customer data covered
- ☐ Human review before output goes out
- ☐ Staff know AI can be confidently wrong
- ☐ AI use acknowledged where it matters

6. Suppliers

- ☐ Provider trusted with business data
- ☐ Data and prompts exportable on exit
- ☐ Existing software checked for same feature

3. People

- ☐ Day-to-day users identified
- ☐ Users consulted and willing
- ☐ Training time budgeted
- ☐ In-house point of contact nominated
- ☐ Way to share what works agreed

5. Security

- ☐ Work accounts only, not personal
- ☐ Multi-factor authentication enabled
- ☐ Access limited to those who need it
- ☐ Data storage location known
- ☐ Model-training use checked and opted out

- ☐ Pricing clear, including growth
- ☐ Pilot first, commit later

Gaps in most areas? Start with a data tidy-up and a one-page AI use policy — 'not ready yet' is a respectable answer.

AI readiness is mostly ordinary business readiness.

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