

EXPERT AI PROMPTS

# Enterprise AI Readiness Checklist

## 25 Questions Before You Deploy Anything

Five dimensions. Five questions each. Yes / In Progress / No.

Complete individually or with your leadership team before approving any AI programme budget.

Score guide on the final page.

STRATEGY	DATA	TECHNOLOGY	GOVERNANCE	WORKFORCE
Q1–Q5	Q6–Q10	Q11–Q15	Q16–Q20	Q21–Q25

### HOW TO USE THIS CHECKLIST

**STEP 1 — RESPOND** For each question, mark: YES (condition fully met), IN PROGRESS (partially met or planned), or NO (not met).

**STEP 2 — COUNT** At the end, count your YES responses. Each YES = 1 point. IN PROGRESS = 0. NO = 0. Maximum score: 25.

**STEP 3 — SCORE** 20-25: Ready to Scale. 12-19: Scaling Stage. 0-11: Foundation Stage. Refer to the score guide on the final page.

*Important: A NO answer is not a failure — it is a risk flag. The value of this checklist is identifying which conditions are absent BEFORE you commit programme budget and executive attention to deployment.*

**DIMENSION 1 · STRATEGY & LEADERSHIP READINESS**  
*Does your organisation have the strategic foundations and leadership commitment AI requires?*

	Question	YES	IN PROGRESS	NO
1	Is every AI initiative you are considering linked to a specific, measurable business outcome — not just an efficiency goal, but a named metric with a target and a measurement method?			
2	Has a named executive sponsor been identified with genuine authority — budget approval, cross-functional conflict resolution, and the ability to make the production deployment decision without escalation?			
3	Has your organisation answered the Firm Sovereignty question: What does our organisation know that no one else knows, and where does that intelligence live?			
4	Does your AI strategy explicitly reject generic AI adoption ('everyone gets Copilot') in favour of domain-specific, outcome-driven use case selection?			
5	Is your AI programme strategy documented, board-endorsed, and tied to the organisation's top 3-5 strategic objectives for the next 3 years?			

**DIMENSION 2 · DATA & INFRASTRUCTURE READINESS**  
*Is your data actually AI-ready — not just clean, but accessible, permissioned, and structured for inference?*

	Question	YES	IN PROGRESS	NO
6	Can your AI systems access the data required for each prioritised use case without manual extraction, data scientist intervention, or batch exports?			
7	Has the data for each Wave 1 use case been assessed for AI-readiness across all 7 dimensions: Availability, Lineage, Integration, Accuracy, Latency, Security, and Governance?			
8	Are data access permissions, ownership rights, cross-border transfer obligations, and retention requirements clearly documented and enforceable for all data involved in AI processing?			
9	Has a data quality remediation plan been completed for any use case where data quality issues were identified — with a named owner, timeline, and completion criterion?			
10	Have you budgeted specifically for data infrastructure and quality remediation — independently of model and platform costs — with a realistic estimate based on your data estate complexity?			

**DIMENSION 3 · TECHNOLOGY & ARCHITECTURE READINESS**  
*Does your technology stack support enterprise AI deployment without creating new vendor lock-in or shadow systems?*

	Question	YES	IN PROGRESS	NO
11	Is your AI tooling architecture model-agnostic — able to operate across Claude, GPT, Gemini, and open-source alternatives — without rebuilding every time a vendor changes terms or pricing?			
12	Does your platform enable non-engineers (business analysts, operations staff, domain experts) to build and iterate AI workflows without dependency on developer resources?			
13	Does your technology stack integrate directly with where work actually happens in your organisation — ERP, HRIS, CRM, data warehouse — rather than requiring parallel systems or manual data transfers?			
14	Have you assessed your current technology stack for single-vendor lock-in risk at the model layer, platform layer, and data layer — and documented a multi-vendor resilience strategy?			
15	Does IT retain governance control over the technology stack — including approval rights for new AI tool adoption — while still enabling business function teams to move at pace?			

**DIMENSION 4 · GOVERNANCE & COMPLIANCE READINESS**  
*Are you ready to deploy AI responsibly — with the policies, risk controls, and regulatory compliance required for production?*

	Question	YES	IN PROGRESS	NO
16	Has your organisation classified all prioritised AI use cases against the EU AI Act risk framework — identifying any high-risk or unacceptable-risk applications before pilot approval?			
17	Do you have a documented AI governance policy covering: approved tool register, data handling standards, output audit requirements, incident response, and employee acceptable use?			
18	Have you assessed your AI programme against the Australian Privacy Act 1988 obligations — specifically around automated decision-making, data minimisation, and cross-border data transfers?			
19	Has a Shadow AI audit been conducted to identify all unsanctioned AI tool use across the organisation — and has a containment and migration plan been developed for the highest-risk instances?			
20	Is there a named AI Governance Lead or AI Centre of Excellence Director with authority to enforce the governance framework — including the ability to halt non-compliant deployments?			

**DIMENSION 5 · WORKFORCE & CULTURE READINESS**  
*Is your organisation's workforce prepared, supported, and motivated to work differently when AI enters their function?*

	Question	YES	IN PROGRESS	NO
21	Has a workforce impact assessment been completed for each Wave 1 use case — identifying which roles, workflows, and skills will change, and how those changes will be supported?			
22	Is there a structured change management plan in place — with adoption rate targets, training schedules, and a named Change Management Lead for each major deployment?			
23	Have you identified and begun developing AI Champions in each major business function — people with Tier 2-3 AI proficiency who can demonstrate AI-augmented working to their peers?			
24	Does the AI skills development programme distinguish between Literacy (everyone), Proficiency (most roles), and Mastery (champions and power users) — with career pathways tied to each tier?			
25	Is the AI programme designed to give employees a reason to want AI adoption — not just a policy mandate — through visible career benefits, reduced drudge work, and genuine capability improvement?			

# SCORE YOUR RESULTS

Count your YES responses (1 point each). In Progress and No = 0. Maximum score: 25.

STRATEGY Q1–5	DATA Q6–10	TECHNOLOGY Q11–15	GOVERNANCE Q16–20	WORKFORCE Q21–25
YES count: __ / 5	YES count: __ / 5	YES count: __ / 5	YES count: __ / 5	YES count: __ / 5
<b>TOTAL SCORE</b> : ____ / 25				
<b>TOTAL SCORE (count all YES responses):</b> _____ / 25				

**20–25: READY TO SCALE**  
 Your foundational conditions are in place. Focus now on governance depth, use case prioritisation, and your Wave 1 pilot portfolio. The Enterprise AI Transformation Playbook provides your Phase 3-5 execution roadmap.  
**Recommended next: Enterprise AI Transformation Playbook** → <https://expertaiprompts.com/ai-transformation-playbook>

**12–19: SCALING STAGE — ADDRESS THE GAPS**  
 You have meaningful progress but identifiable gaps. Review each NO and IN PROGRESS response by dimension — the dimension with the lowest YES count is your critical path constraint. Governance is the most common gap at this stage.  
**Recommended next: AI Governance Framework Template** → <https://expertaiprompts.com/ai-governance-framework>

**0–11: FOUNDATION STAGE — PAUSE BEFORE YOU DEPLOY**  
 Your organisation is not ready for production AI deployment. Proceeding now is one of the most reliable predictors of Pilot Purgatory. Prioritise Strategy readiness and Data readiness first. A 30-minute session will give you a clear, prioritised action plan.  
**Recommended next: Book a 30-Minute AI Strategy Session** → <https://expertaiprompts.com/ai-strategy-session>

## YOUR CRITICAL GAP ANALYSIS

Identify your lowest-scoring dimension — that is your critical path constraint. Address the dimension with the most NO responses before proceeding.

Dimension	Your YES Count	Max	Priority Action if < 4
1 Strategy & Leadership	___ / 5	5	Clarify AI strategy, confirm exec sponsor authority
2 Data & Infrastructure	___ / 5	5	Complete 7-dimension data readiness assessment
3 Technology & Architecture	___ / 5	5	Audit tool stack for lock-in and integration gaps
4 Governance & Compliance	___ / 5	5	Download the AI Governance Framework Template
5 Workforce & Culture	___ / 5	5	Identify Champions; design 3-tier skills programme
<b>TOTAL</b>	<b>___ / 25</b>	<b>25</b>	

### Expert AI Prompts · Enterprise AI Readiness Checklist · April 2026

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