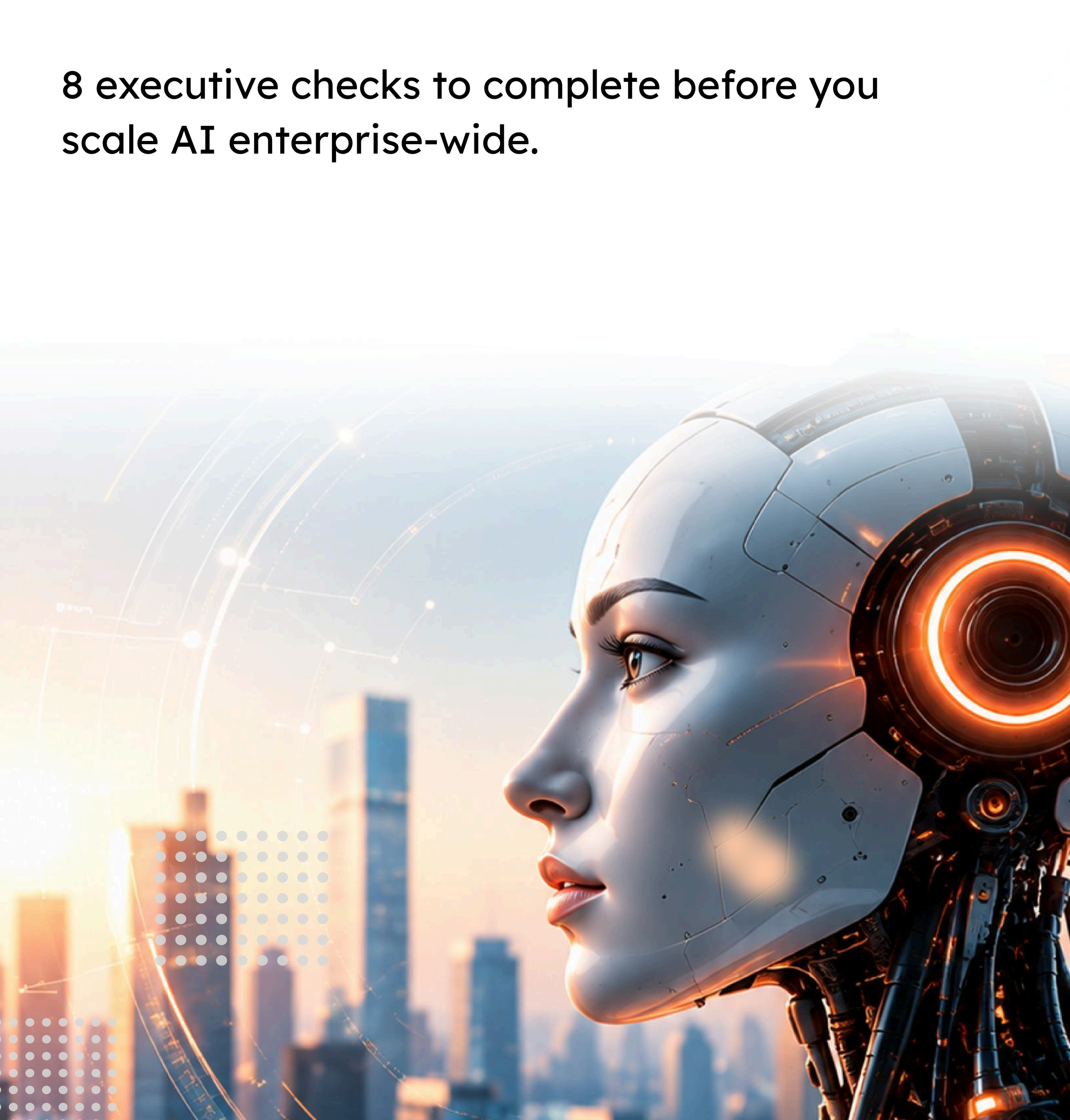
Unified Infotech

AI Readiness

Assessment Checklist

8 executive checks to complete before you scale AI enterprise-wide.



How to use this

Check every box that's true for your organization today. This checklist is only useful if it reflects where you actually stand. Score yourself at the end.

⚠️ (This self-assessment is a starting point, not a substitute for a structured, validated readiness review done by an AI-enabled Custom software development partner.)



Leadership Alignment

- [ ] Our leadership team finishes "AI succeeds here when ___" the same way, every time.
- [ ] Every active AI initiative has one clearly assigned business owner.
- [ ] We've reconciled competing priorities into one shared success metric before starting.



Data Readiness for AI

- [ ] We know exactly who owns each core data domain feeding our AI initiatives.
- [ ] The data we need is accessible to the teams and systems that use it.
- [ ] Our data is complete, accurate, and consistent enough to trust an output built on it.



Infrastructure & System Performance

- [ ] Our systems can handle AI workloads at production scale, not just pilot scale.
- [ ] Our AI models can integrate with the operational systems that act on their output.
- [ ] We have visibility into the compute cost and latency impact of running AI at scale.



Workforce & Skills Readiness

- [ ] Employees understand what our AI systems optimize for and how outputs are generated.
- [ ] We have technical talent, or a credible plan, to build, validate, and maintain AI systems.
- [ ] We have "business translators" who can turn an AI capability into a defined workflow.



Process Maturity

- [ ] The process we want to apply AI to is standardized and documented.
- [ ] The process produces consistent outcomes today, before AI touches it.
- [ ] We have an agreed, written definition of what a "correct" outcome looks like.



AI Governance & Compliance

- [ ] We have a named, accountable owner for development, validation, and ongoing monitoring.
- [ ] We have a documented compliance posture.
- [ ] We've defined what the AI can decide autonomously, and what needs human sign-off.



ROI Clarity

- [ ] We have a specific, named business pain point to address.
- [ ] We captured a pre-AI baseline before implementation, so "improvement" can be measured.
- [ ] We have a named owner accountable for measuring and reporting ROI.



Change Management

- [ ] We have a track record of successfully adopting major operational changes in the last 1–2 years.
- [ ] We have a change management plan for this AI initiative.
- [ ] Leadership is prepared to explain why AI is being introduced, not just announce that it is.



Score Yourself

(Count your total checked boxes out of 24, then find your result below.)

Score	Plan of Action	Reasoning
19–24	Proceed	**You have the foundation to scale AI now.** Move to a structured assessment to validate and sequence the rollout.
10–18	Close Gaps First	**You have real strengths,** but specific unchecked items will stall a pilot once it hits production scale. Fix those before committing.
0–9	Not Ready Yet	**Foundational work is needed** across multiple pillars before AI investment will produce returns. Start with whichever is weaker.