

# The AI Readiness Checklist: An Objective 16-Point Assessment

## Is Your Organization Ready to Transform?

Successfully adopting Artificial Intelligence is less about buying the right software and more about establishing the right foundation across your organization. Use this checklist to objectively assess your current readiness across the critical dimensions of Strategy, Data, Technology, and Culture.

Rate your organization on a scale of 1 to 5 for each statement below

- 1 Not in place
- 2 Ad Hoc
- 3 Good beginning with a strategy
- 4 Fully in process
- 5 Optimized

### I. Strategy & Business Alignment

This section assesses if AI is a strategic business priority with clear, measurable goals.

Statement	Score (1-5)	Notes / Action Items
<b>1. Strategic Alignment</b>		
Our AI/ML initiatives are clearly aligned with the company's top strategic business objectives (e.g., revenue growth, operational cost reduction).		
<b>2. Executive Sponsorship</b>		
A high-ranking executive (e.g., CEO, CIO, CDO) actively champions, funds, and communicates the AI strategy across the organization.		
<b>3. Use Case Prioritization</b>		

We have an established process for identifying, prioritizing, and evaluating high-impact AI use cases with clear ROI metrics.		
<b>4. Financial Readiness</b>		
We have dedicated, secure budget and financial planning for AI investments (tools, talent, compute power) beyond initial pilot projects.		
<b>SUBTOTAL (Strategy)</b>		

## II. Data Foundation & Governance

AI is only as good as the data it trains on. This section evaluates the quality and management of your data assets

Statement	Score (1-5)	Notes / Action Items
<b>5. Data Quality</b>		
Our key data sources (used for analysis and training) are accurate, complete, consistent, and regularly audited for quality.		
<b>6. Data Accessibility</b>		
Relevant data is readily available to authorized data scientists and analysts in a unified, centralized platform (e.g., a modern Data Lakehouse).		
<b>7. Data Governance</b>		
We have a robust,		

organization-wide data governance framework (like Databricks Unity Catalog) defining ownership, lineage, and access controls.		
<b>8. Data Readiness for AI</b>		
Data is routinely transformed, cleaned, and labeled in a standardized format suitable for training Machine Learning models.		
<b>SUBTOTAL (Data)</b>		

### III. Technology & Infrastructure

This section focuses on the technical environment needed to build, deploy, and scale AI models.

Statement	Score (1-5)	Notes / Action Items
<b>9. Scalable Compute</b>		
Our current cloud infrastructure (AWS, Azure, GCP) offers the scalable, high-performance compute (GPUs/specialized accelerators) required for demanding AI workloads.		
<b>10. MLOps / Model Management</b>		
We have established a formal MLOps framework (e.g., using MLflow) for versioning, deploying, monitoring, and governing models in		

production.		
<b>11. Tool Integration</b>		
New AI tools and models integrate seamlessly with our existing operational systems (ERP, CRM, customer-facing applications).		
<b>12. Security &amp; Compliance</b>		
We have specific security protocols, compliance measures, and PII anonymization processes in place for data used in AI/ML.		
<b>SUBTOTAL (Technology)</b>		

### IV. Talent & Culture

This section addresses the people, skills, and organizational mindset crucial for AI adoption.

Statement	Score (1-5)	Notes / Action Items
<b>13. Dedicated Talent</b>		
We have a dedicated, cross-functional team (Data Scientists, Data Engineers, Domain Experts) with the necessary skills to deliver AI projects.		
<b>14. AI Literacy</b>		
The majority of employees and managers understand basic AI concepts and how AI can		

benefit their daily work and decision-making.		
<b>15. Change Management</b>		
We have a defined change management plan to communicate how AI impacts roles and processes, ensuring workforce buy-in and adoption.		
<b>16. Ethical AI</b>		
We have documented, mandatory guidelines for the ethical development of AI, covering fairness, bias mitigation, and model explainability.		
<b>SUBTOTAL (Talent &amp; Culture)</b>		

### AI Readiness Score Analysis

Total Score Range	AI Readiness Level	Next Steps (How XTIVIA Helps)
16 - 32 (Avg. 1-2)	<b>Initial/Formative</b>	<b>Focus: Foundational Build.</b> You need to establish a clear strategy, clean up core data, and introduce a modern platform (like Databricks). XTIVIA provides <b>Data Strategy Consulting</b> and <b>Lakehouse Implementation</b> .
33 - 56 (Avg. 3-4)	<b>Proficient/Accelerating</b>	<b>Focus: Optimization &amp; Scaling.</b> You have the basics but need better performance, governance (Unity Catalog), and MLOps. XTIVIA offers <b>Databricks Optimization</b> and <b>MLOps Framework Deployment</b> .

57 - 80 (Avg. 4-5)	Transformative/Pioneer	<b>Focus: Continuous Innovation.</b> You are ready for advanced, high-impact projects. XTIVIA assists with <b>Advanced AI Model Development</b> (GenAI, Prescriptive Analytics) and provides <b>Expert Team Augmentation</b> to maintain momentum.
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### XTIVIA Overview

XTIVIA is a proven technology integration and innovation company known for delivering leading-edge technology solutions to our client's specific requirements, regardless of project complexity. Since 1992, our success stems from a demonstrated ability to deliver deep expertise via professional services, empowering clients to successfully, competitively, and profitably leverage their chosen technology. XTIVIA has offices in Colorado, New York, New Jersey, Texas, Virginia, and India. [www.xtivia.com](http://www.xtivia.com)