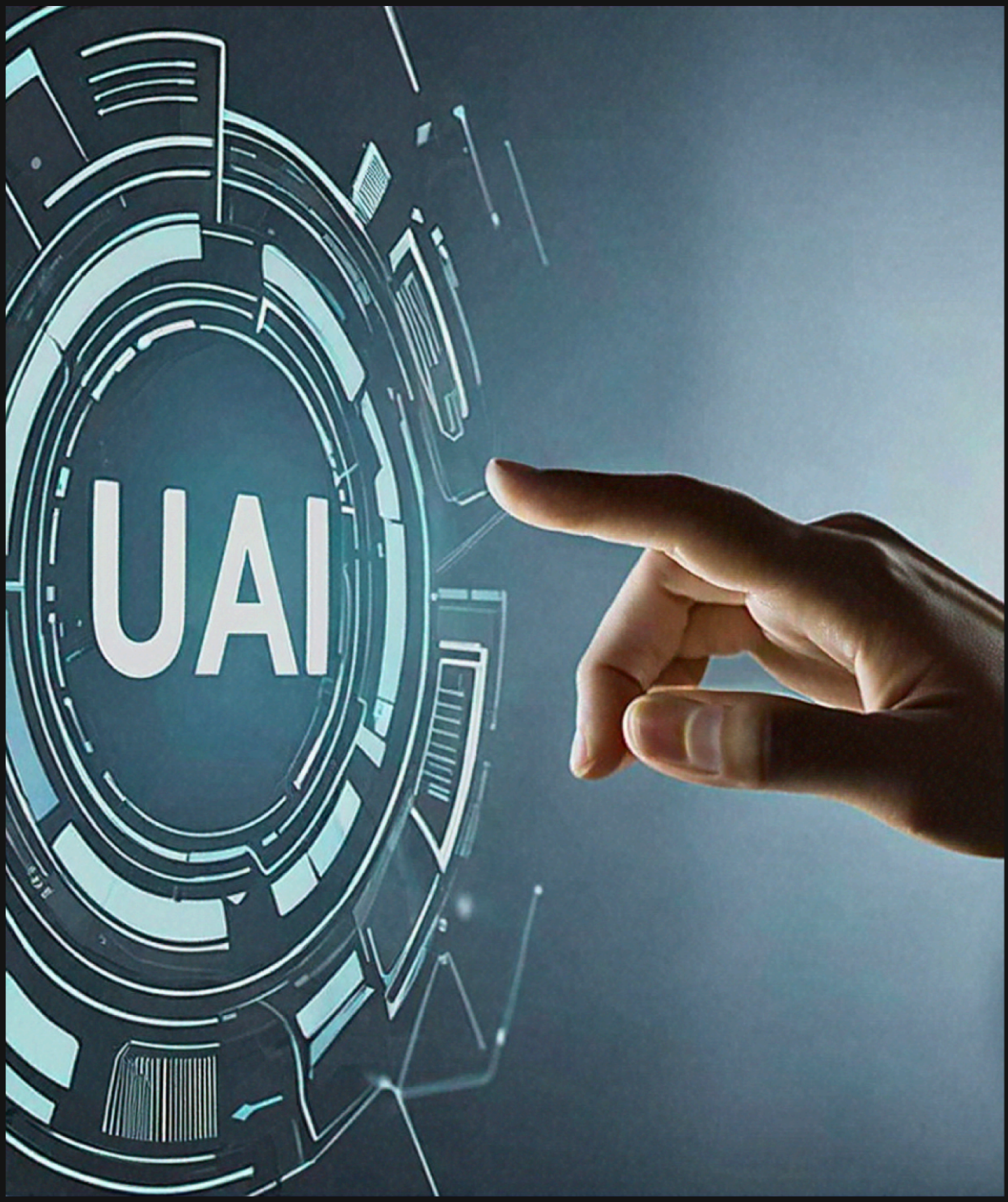

AI-Readiness Checklist

for Business and Tech Leaders

DOOR3

AI-Readiness Checklist for Business and Tech Leaders

Successful AI implementation starts with a clear strategy. Our AI Readiness Checklist helps you assess your current capabilities, identify opportunities, and uncover potential challenges.

This checklist can help you evaluate potential AI opportunities, pinpoint gaps, and determine where you can find value with a strategic partner. Whether you're new to AI or refining your approach, this tool will help you move forward with confidence.

I. Strategic Readiness

[ ] **Define Business Objectives:** Identify specific areas where AI can drive value (e.g., automation, customer engagement, operational efficiency).

[ ] **Assess AI Alignment with Business Strategy:** Ensure AI initiatives align with long-term business goals and competitive advantages.

[ ] **Executive Buy-in:** Gain commitment from leadership on AI investment, ethics, and strategic implementation.

[ ] **AI Roadmap:** Develop a phased approach to AI adoption, balancing quick wins with long-term innovations.

II. Product Vision, Ownership & Product Management

[ ] **AI Product Vision:** Define how AI-powered capabilities fit into the broader product strategy and customer needs.

[ ] **Product Ownership:** Identify clear ownership of AI features within the organization (e.g., product managers, data scientists, AI teams).

[ ] **Customer-Centric AI Development:** Ensure AI features enhance the user experience and provide tangible value.

[ ] **Iterative AI Product Development:** Implement agile methodologies to test, refine, and scale AI-driven features.

[ ] **Cross-Disciplinary Collaboration:** Align AI product teams with engineering, UX, data science, and business stakeholders.

[ ] **AI Feature Prioritization:** Balance short-term AI enhancements with long-term transformational AI initiatives.

[ ] **Product Metrics & KPIs:** Define success metrics for AI features (e.g., engagement rates, accuracy, automation efficiency).

[ ] **Lifecycle Management:** Plan for ongoing model updates, retraining, and product refinements based on feedback and performance data.

III. Data Readiness

[ ] **Data Availability:** Assess whether your business has access to structured and unstructured data relevant to AI applications.

[ ] **Data Quality:** Ensure data is clean, labeled, consistent, and free from significant biases.

[ ] **Data Integration:** Establish pipelines to collect, store, and access data from multiple sources efficiently.

[ ] **Data Governance & Compliance:** Ensure data policies align with GDPR, CCPA, and industry-specific regulations.

IV. Technical Readiness

[ ] **AI Infrastructure:** Assess if your business has adequate computing resources (cloud, on-premises, or hybrid) to support AI workloads.

[ ] **Technology Stack:** Identify existing and required AI tools, frameworks, and platforms (Azure AI, AWS AI, TensorFlow, etc.).

[ ] **Cloud vs. On-Prem Decision:** Evaluate the best hosting strategy for AI workloads based on security, cost, and scalability.

[ ] **API & Integration Capability:** Ensure your systems can integrate with AI models via APIs for seamless workflows.

V. UX & Human-Centered Design Readiness

[ ] **User Experience Research:** Understand how users interact with AI-powered features and define pain points AI should solve.

[ ] **Human-AI Interaction Design:** Ensure AI solutions are intuitive, user-friendly, and enhance — not hinder — user workflows.

[ ] **Transparency & Accountability:** Provide clear explanations for AI-driven decisions to build trust with users.

[ ] **Feedback & Iteration:** Implement user feedback loops to improve AI-driven experiences over time.

[ ] **Accessibility Compliance:** Ensure AI solutions are inclusive and usable by individuals with diverse needs (ADA/WCAG compliance).

VI. Talent & Skills Readiness

[ ] **Internal Expertise:** Assess the current level of AI knowledge among your team members (e.g., data scientists, ML engineers, business analysts).

[ ] **AI Training & Upskilling:** Provide AI training programs for employees in both technical and business-oriented AI use cases.

[ ] **Hiring Strategy:** Identify skill gaps and consider hiring AI professionals or partnering with AI vendors.

[ ] **Cross-Functional AI Collaboration:** Encourage collaboration between IT, operations, finance, and leadership teams for AI adoption.

VII. AI Ethics & Risk Management

[ ] **Bias & Fairness:** Ensure AI models do not introduce or perpetuate bias in decision-making.

[ ] **Explainability & Transparency:** Implement AI solutions that are interpretable and provide explainable insights.

[ ] **Security & Privacy:** Safeguard AI systems against cyber threats and ensure privacy-preserving AI models.

[ ] **Regulatory Compliance:** Stay updated on AI-related laws and industry-specific regulations (e.g., HIPAA for healthcare, FINRA for finance).

VIII. Change Management & Adoption

[ ] **AI Awareness & Culture:** Foster a culture of innovation and AI literacy across all levels of the organization.

[ ] **User Adoption Plan:** Address employee concerns about AI and clearly define its role in augmenting human work.

[ ] **Pilot Programs:** Test AI solutions with small-scale pilots before scaling organization-wide.

[ ] **Feedback Loop & Iteration:** Continuously refine AI models based on business outcomes and user feedback.

IX. Financial & ROI Considerations

[ ] **Budget Allocation:** Allocate resources for AI tools, infrastructure, and talent development.

[ ] **Cost-Benefit Analysis:** Evaluate the expected return on investment (ROI) and cost savings from AI implementation.

[ ] **AI Scalability Costs:** Assess long-term costs associated with scaling AI solutions across the business.

[ ] **Monetization Strategy:** Explore ways AI can create new revenue streams or improve existing ones.

X. AI Vendor & Partnership Strategy

[ ] **Buy vs. Build Decision:** Determine whether to develop AI models in-house or purchase third-party AI solutions.

[ ] **Vendor Evaluation:** Assess AI vendors based on security, integration capabilities, and long-term viability.

[ ] **Partnership Ecosystem:** Leverage partnerships with AI research institutions, cloud providers, and consulting firms for innovation.

XI. Performance & Continuous Improvement

[ ] **AI KPIs & Success Metrics:** Define key performance indicators (KPIs) for AI-driven projects.

[ ] **Model Performance Monitoring:** Regularly evaluate AI models for accuracy, drift, and performance degradation.

[ ] **Business Impact Assessment:** Measure AI's impact on productivity, revenue growth, and operational efficiency.

[ ] **AI Evolution Plan:** Stay updated with advancements in AI and plan for future iterations of AI-driven processes.