SilverTree

WORKFORCE · SELF-ASSESSMENT

# AI-Ready Workforce Checklist

Is your organization equipped with the people, skills and structure to use AI effectively? Work through the six areas below to find out.

1 Tick each statement that is true for your organization today.

2 Count your ticks across all six areas. There are 17 in total.

3 Check your score on page 2 and plan your next step.

## 1 Strategic leadership and alignment

AREA 1 · 3 ITEMS

- [ ] We have a clear AI strategy that aligns with our business goals.
- [ ] Leadership roles (for example Product Owner, Program Manager, Change Agent) are in place to guide AI initiatives.
- [ ] Business and IT stakeholders are aligned on the outcomes they want from AI adoption.

## 2 Data and infrastructure readiness

AREA 2 · 3 ITEMS

- [ ] We have access to clean, reliable and well-governed data.
- [ ] Our IT infrastructure can support AI workloads: cloud-based, scalable and secure.
- [ ] We have defined data ownership, security and compliance responsibilities.

## 3 Technical talent and emerging roles

AREA 3 · 3 ITEMS

- [ ] We have staff or partners with skills in AI/ML, data science and analytics.
- [ ] We have identified the new roles we need, such as:

  AI Integration Lead | Data Governance Specialist | Prompt Engineer | Model Risk and Compliance Officer

- [ ] We have evaluated whether these roles should be hired, augmented or outsourced.

## 4 Reskilling and change management

AREA 4 · 3 ITEMS

- [ ] We are reskilling employees to work effectively with AI-enhanced tools.
- [ ] Change management processes are in place to drive adoption and reduce resistance.
- [ ] We have prepared managers and teams for the cultural impact of AI.

## 5 Delivery model flexibility

AREA 5 · 3 ITEMS

- [ ] We use hybrid workforce models (strategic hires, teams, advisors) to scale AI-related projects.
- [ ] We have access to external partners who understand both our industry and emerging technology.
- [ ] We can deploy the right skills quickly, without long-term overhead.

## 6 Outcome measurement

AREA 6 · 2 ITEMS

- [ ] We have defined KPIs to measure the business impact of AI adoption.
- [ ] Our workforce strategy is tied to outcomes, not just headcount or hiring velocity.

YOUR SCORE

____ / 17

**Fewer than 12 ticks?** Your workforce may not be ready to get full value from AI. The gaps you found are where a workforce roadmap should start.

TAKE THE NEXT STEP

## Build your AI-ready workforce roadmap

Schedule a Workforce Assessment with Silver Tree. Bring this checklist and we will map which roles to build, which to bring in, and which to hand to a managed team.

**Schedule an Assessment**

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SilverTree

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