

AI Consulting Readiness Checklist

Use this checklist to assess whether your organization is ready to move AI initiatives from experimentation into secure, scalable production.



1: AI Strategy & Business Readiness

- ☐ We have clearly defined business problems that AI is expected to solve.
- ☐ Each AI initiative has measurable business outcomes and success metrics.
- ☐ AI priorities are aligned with broader business and technology strategy.
- ☐ An executive sponsor is accountable for AI initiatives.
- ☐ We have identified processes where AI can create meaningful business value.
- ☐ We have a defined path from AI pilot to production and enterprise-scale adoption.

2: Data Readiness

- ☐ The required data sources have been identified and documented.
- ☐ Data is sufficiently accurate, complete, consistent, and current for intended AI use cases.
- ☐ Data ownership and stewardship responsibilities are clearly assigned.
- ☐ AI teams can securely access the data required for development and production.
- ☐ Data lineage and provenance can be traced where required.
- ☐ Sensitive, confidential, and regulated data is appropriately classified and protected.
- ☐ Our data architecture can support production AI workloads at scale.

3: Security & Access Controls

- ☐ Role-based access controls are established for AI systems and underlying data.
- ☐ Authentication and authorization requirements are defined.
- ☐ Sensitive information is protected throughout AI workflows.
- ☐ Third-party AI platforms and models undergo security review before adoption.
- ☐ AI activity, access, and system changes can be logged and monitored.
- ☐ Incident-response procedures account for AI-related security events.

4: AI Governance & Model Risk

- ☐ We have defined policies governing acceptable AI use.
- ☐ AI use cases are classified according to business, security, regulatory, and reputational risk.
- ☐ Human review requirements are defined for high-impact AI decisions.
- ☐ Models are tested for accuracy, reliability, bias, and unintended behavior before production.
- ☐ Model versions, prompts, configurations, and significant changes are documented.
- ☐ We have procedures for monitoring model performance after deployment.
- ☐ There is a clear process for escalating, disabling, or correcting problematic AI systems.



5: Technology & Production Readiness

- ☐ Our cloud/infrastructure environment can support AI workloads.
- ☐ AI solutions can integrate with existing enterprise applications and workflows.
- ☐ Development, testing, staging, and production environments are appropriately separated.
- ☐ Deployment and release processes are defined.
- ☐ Performance, availability, scalability, and cost can be monitored.
- ☐ Ownership for ongoing AI operations and support is established.

6: People & Change Readiness

- ☐ Business and technology teams understand how AI will affect existing workflows.
- ☐ Employees who will use AI solutions are involved in requirements and testing.
- ☐ Training requirements have been identified.
- ☐ Roles and responsibilities for human-AI collaboration are clearly defined.
- ☐ Leadership has communicated expectations around responsible AI adoption.
- ☐ We have a plan to measure adoption and address resistance or low utilization.

Readiness Score

Give yourself **1 point for every checked item.**



30 - 37

Production Ready

Your foundations are strong; focus on use-case-specific validation, deployment, and continuous governance.



20 - 29

Foundation in Place

You have meaningful AI capabilities, but several gaps should be addressed before scaling production AI.



10 - 19

Significant Gaps

Prioritize data, governance, security, operating-model, and infrastructure foundations before accelerating deployment.



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Early Stage

Start with AI strategy, use-case prioritization, data readiness, and governance before committing to large-scale production initiatives.



Important!

This checklist is a high-level readiness assessment, not a security, regulatory, legal, or compliance audit.