

AI Readiness Checklist

Use this to assess whether your organization is set up to use AI safely and responsibly.

Governance & Ownership



1

Do you have the right people in place to oversee how AI is used?

- ☐ A formal AI governance structure exists (a committee, working group, or designated leader)
- ☐ Roles and responsibilities for AI oversight are clearly defined
- ☐ AI policies connect to your broader risk and compliance functions
- ☐ Governance covers both internal AI use and any third-party tools or vendors

BOTTOM LINE: If no one owns AI decisions, no one is accountable when something goes wrong.

Policies & Responsible Use



2

Are the rules around AI clear — and does everyone know them?

- ☐ Acceptable use policies for AI tools are documented and shared
- ☐ Employees have guidance on using generative AI in their day-to-day work
- ☐ Standards exist for how AI models are developed and deployed internally
- ☐ Third-party and vendor AI usage falls under the same governance rules

BOTTOM LINE: Without clear policies, employees make their own rules — and that creates real risk..

Risk, Compliance & Data Governance



3

Can you identify and manage AI risks, especially around sensitive data?

- ☐ AI risk assessments are conducted before deployment
- ☐ Bias, fairness, and ethical risks are regularly evaluated
- ☐ Data privacy and security controls are enforced
- ☐ Regulatory and legal requirements are identified and addressed
- ☐ Access to sensitive data within AI systems is appropriately restricted

BOTTOM LINE: AI that touches sensitive data without proper controls is a liability waiting to happen.

Monitoring, Transparency & Training



4

Can you track what AI is doing — and do your people know how to use it responsibly?

- ☐ AI systems are monitored continuously for performance and risk
- ☐ Audit trails and documentation exist for key AI-driven decisions
- ☐ AI outputs can be explained for high-stakes or regulated use cases
- ☐ Employees are trained on AI policies and responsible use

BOTTOM LINE: If you can't see what your AI is doing or your team doesn't understand it, you're flying blind.