

AI readiness checklist

24 questions across the six dimensions every AI readiness framework converges on — NIST AI RMF, ISO/IEC 42001, Jöhnk et al. (2021), Cisco AI Readiness Index. By Wideweb.

How to use it. Pick **one** concrete use case — readiness is always readiness for something. Answer every question yes or no for that use case. Count yeses per dimension: **0–1 Exploring · 2 Foundations · 3 Pilot-ready · 4 Scaling**. Do not average: the use case will be stopped by its weakest dimension. Have two people score independently and argue about the differences — that is where the organisation does not know its own state.

01 Strategy and use cases

Yes: ____ / 4 → Level: _____

- ☐ We can name one process where AI would save measurable hours or money — not “AI” in general.
- ☐ That process has a number attached: current cost, time or error rate, and the target.
- ☐ A named executive sponsors it and will defend the budget.
- ☐ We have written down at least one use case we decided NOT to pursue, and why.

02 Data readiness for AI

Yes: ____ / 4 → Level: _____

- ☐ The data the use case needs exists in a system, not in people’s heads or scattered spreadsheets.
- ☐ Someone owns that data and can say how complete and current it is.
- ☐ An engineer could get read access to it this week without a committee.
- ☐ We know which of it is personal or confidential, and what we are allowed to do with it.

03 Infrastructure and integrations

Yes: ____ / 4 → Level: _____

- ☐ Our core systems (CRM, CMS, ERP, store) have APIs or clean exports.
- ☐ Our website is server-rendered and its content is accessible to crawlers and agents.
- ☐ We can deploy a small new service in days, with logging, without a six-month procurement.
- ☐ We have a cloud or vendor budget line for AI usage, even a small one.

04 Governance and risk

Yes: ____ / 4 → Level: _____

- ☐ We have a written AI-use policy and a named owner for AI decisions.
- ☐ We keep a list of every AI tool in use, including the ones adopted without asking.
- ☐ New AI use cases get a short written risk check before they go live.
- ☐ If we serve EU users, we know which EU AI Act duties touch us — chatbot disclosure, content marking, literacy.

05 Skills and culture

Yes: ____ / 4 → Level: _____

- ☐ At least one person uses AI tools weekly for real work and could teach the others.
- ☐ Staff know what they may and may not paste into an AI tool, and have been told so in a session, not a memo.
- ☐ Leadership has used the tools themselves, beyond a demo.
- ☐ People can say “the AI got this wrong” without it being career-limiting.

06 Operations

Yes: ____ / 4 → Level: _____

- ☐ Someone would own the AI system after launch: monitoring, fixing, answering for it.
- ☐ We have a way to measure whether it is working, decided before it launches.
- ☐ We know what happens when it fails: fallback, human handoff, rollback.
- ☐ We have budget and attention for month two, not just for the launch.

Scoring grid

Dimension	Yes / 4	Level	First fix
Strategy and use cases			
Data readiness for AI			
Infrastructure and integrations			
Governance and risk			
Skills and culture			
Operations			
Level	What it means		
Exploring	Individuals use AI; nothing is owned, written or budgeted. Next step is cheap: a use case, an owner, a page.		
Foundations	Use case chosen, data located, a policy exists, someone trained. Pilots possible but fragile.		
Pilot-ready	Can support a production pilot: data by API, deploy and monitor, risk review, owner for month two. The level a use case needs in every dimension it depends on.		
Scaling	AI is embedded in how this part of the business works; the next use case is a reuse, not a project. About 13% of organisations overall (Cisco, 2025).		

Self-assessments flatter: Cisco measures 13–14% of organisations as fully AI-ready while 58% report a well-defined strategy. The free AI readiness assessment at [wideweb.pro/ai-readiness-audit](https://www.wideweb.pro/ai-readiness-audit) scores the same six dimensions from evidence, adds your website’s readiness for AI search and agents, flags EU AI Act duties and returns a 90-day roadmap. Not legal advice.