ENVORN DIGITAL · FREE CHECKLIST

AI Readiness Checklist

25 questions to answer before you fund an AI project · 25 items

Strategy & value

- ☐ Is the business problem written down with a baseline metric?
- ☐ Is there a named executive sponsor and business owner?
- ☐ Does it align with a stated company priority?
- ☐ Is the value quantified as a range, not a single number?
- ☐ Have you compared it with non-AI solutions?

Data

- ☐ Does the data exist in an accessible, structured form?
- ☐ Is data quality (completeness, accuracy, timeliness) good enough?
- ☐ Does historical data reflect real-world conditions and all user groups?
- ☐ Are you permitted to use this data for AI?
- ☐ Are labeled examples available, or budgeted?

People & process

- ☐ Who will act on the AI's output, in which workflow?
- ☐ Have end users been involved in design?
- ☐ Is there a training and change management plan?
- ☐ Is there a human review step for high-impact decisions?
- ☐ Who owns monitoring after launch?

Risk & compliance

- ☐ What's the risk tier (low / medium / high)?
- ☐ Has legal reviewed privacy and sector rules?
- ☐ Have bias and fairness been tested?
- ☐ Are AI-specific threats (prompt injection, data leakage) addressed?
- ☐ Do vendor contracts cover data use, retention and IP?

Measurement

- ☐ Is there a success threshold for the pilot?

- □ Will you use a control group or phased rollout?
- □ Are full costs (data, infra, monitoring, retraining) counted?
- □ Is there a reporting cadence for value delivered?
- □ Is there a go / iterate / stop decision point?

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