

AI Readiness Assessment

A simple scoring tool to gauge where a team stands before an AI enablement program begins

Before launching an AI enablement program, it helps to know where a team actually is. This assessment scores a team across seven dimensions, producing a readiness level that tells you what to prioritize first. It is deliberately simple: a manager or enablement lead can complete it in fifteen minutes, and it surfaces the gaps that most often derail adoption.

How to use it

Score each of the seven dimensions from 1 (not yet started) to 4 (strong and consistent). Add the scores for a total out of 28, then map the total to a readiness level. The point is not a precise grade; it is a shared, honest picture of where the gaps are.

The seven dimensions

Dimension	What it measures	Score (1-4)
AI Fluency	Do people understand what AI can and cannot do, and how to prompt effectively?	
Workflow Maturity	Are the team's core workflows clear enough to redesign with AI?	
Risk Awareness	Do people understand data-safety, privacy, and verification responsibilities?	
Tool Access	Does the team have approved, capable AI tools available to them?	
Data Sensitivity	Is it clear what data can and cannot be used with AI tools?	
Manager Support	Do managers model and reinforce responsible AI use?	
Use-Case Readiness	Are there identified, high-value tasks ready to start with?	

Scoring the result

Total (of 28)	Level	What it means and where to start
7-12	Level 1: Curious	Experimenting informally, little structure or governance. Start with fluency training and basic guardrails before anything else.
13-19	Level 2: Experimenting	Some usage, but inconsistent and lacking repeatable workflows or governance. Prioritize approved tools, data rules, and a few standardized use cases.
20-24	Level 3: Practicing	Regular, reasonably safe use on several tasks. Focus on workflow redesign, measurement, and spreading good practice.
25-28	Level 4: Embedding	AI is becoming part of how work gets done. Focus on onboarding systems, advanced use cases, and sustaining governance at scale.

Example output: "This team scored 16 of 28, Level 2: Experimenting. People are trying AI but without governance or repeatable workflows. The first priorities are an approved-tool rollout, clear data-sensitivity guidance, and two standardized starter use cases."