

# AI Readiness Checklist

## 1. Process Clarity

**Do you clearly understand how your processes work today?**

- ✓ Processes are documented or mapped
- ✓ Start and end points are clearly defined
- ✓ Roles and responsibilities are known
- ✓ Handoffs between teams are visible

⚠ If not:

AI will automate confusion instead of improving efficiency

## 2. Process Stability

**Are your processes consistent and repeatable?**

- ✓ Work is performed in a consistent way
- ✓ Variations are controlled
- ✓ Errors and rework are minimal
- ✓ There is a defined “standard way” of working

⚠ If not:

AI models will struggle with inconsistency

## 3. Process Performance Visibility

**Do you measure how your processes perform?**

- ✓ Process cycle time is tracked
- ✓ Volume of work is known
- ✓ Bottlenecks are identified
- ✓ Performance metrics exist

⚠ If not: You cannot evaluate the impact of AI

## 4. Data Readiness

**Is your data usable for automation and AI?**

- ✓ Data is available and accessible
- ✓ Data is consistent and structured
- ✓ Data quality is acceptable (low errors)
- ✓ Data is collected systematically

⚠ If not:

AI outputs will be unreliable

## 5. Waste & Inefficiencies Identified

**Do you understand where inefficiencies exist?**

- ✓ Delays and waiting times are known
- ✓ Rework and errors are identified
- ✓ Unnecessary steps are visible
- ✓ Bottlenecks are clearly defined

⚠ If not:

AI may optimize the wrong areas

## 6. Standardization (SOPs)

**Do you have standardized procedures?**

- ✓ Key processes are documented
- ✓ Steps are clearly defined
- ✓ Responsibilities are assigned
- ✓ Processes can be trained and replicated

⚠ If not:

AI cannot scale unstable processes

## 7. Improvement Foundation

**Have you already optimized your processes?**

- ✓ Root causes of problems are analyzed

- ✓ Improvements have been tested
- ✓ Quick wins have been implemented
- ✓ Performance has improved measurably

⚠ If not:

AI will scale inefficiencies

## 8. Technology & Systems Readiness

**Do your systems support automation?**

- ✓ Systems are integrated or can be integrated
- ✓ Data flows between systems
- ✓ Manual work can be digitized
- ✓ There is minimal reliance on disconnected tools

⚠ If not:

AI implementation becomes complex and costly

## 9. Organizational Readiness

**Is your team prepared for change?**

- ✓ Stakeholders are aligned
- ✓ Teams understand process changes
- ✓ There is ownership of processes
- ✓ Leadership supports transformation

⚠ If not: AI adoption will face resistance

## 10. Clear AI Use Cases

**Do you know where AI should be applied?**

- ✓ High-impact processes are identified
- ✓ Repetitive tasks are known
- ✓ Data-driven decisions exist
- ✓ Business value is clearly defined

⚠ If not: AI initiatives will lack direction

# Scoring Your Readiness

For each section:

✓ Yes = 1 point

✗ No = 0 points

Results:

## 0–3 → Not Ready

You need process clarity and structure before considering AI

## 4–7 → Partially Ready

You have a foundation but need optimization and standardization

## 8–10 → AI Ready

You are in a strong position to implement AI successfully

## What To Do Next

If your score is below 8:

Start with the **Metrix Process Diagnostic™**

At Metrix Ltd, we help organizations:

- Identify inefficiencies
- Structure processes
- Optimize performance
- Prepare for AI adoption

## Key Insight

AI is not the starting point.

It is the **multiplier of well-designed processes.**