



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.**