



FREE AI Readiness Checklist

Is Your Business Ready to Leverage AI for Productivity?

1. Strategic Alignment

- ☐ Identified business problems AI can solve
- ☐ AI aligns with strategic goals
- ☐ Leadership is committed to AI initiatives

2. Data Readiness

- ☐ Clean, centralized data available
- ☐ Data is regularly refreshed
- ☐ You understand required AI data inputs

3. Tech Infrastructure

- ☐ Cloud or SaaS setup in place
- ☐ Team has suitable hardware (laptops/tablets)
- ☐ Integration compatibility with existing systems (ERP, CRM, etc.)

4. Team & Skills

- ☐ Internal AI champion identified
- ☐ Team is open to digital workflows
- ☐ Training plan in place for new tools

5. Security & Compliance

- ☐ Core cybersecurity (MFA, antivirus) in place
- ☐ Compliance requirements understood
- ☐ AI tools are vetted for security

6. Pilot Planning

- ☐ Small initial use case defined
- ☐ Success metrics established (e.g., time saved, error reduction)
- ☐ Process for iteration post-pilot



Scoring Guide

- 12–15: Ready to Go – You're prepared to implement AI.
- 8–11: Almost There – Address a few gaps and you're set.
- 0–7: Get Prepared – Focus on alignment, data, and team readiness.

Schedule a free AI Strategy Session: www.impresscomputers.com/initial-consultation/