



Capacity Building  
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# AI READINESS ASSESSMENT TOOL


# INTRODUCTION

Artificial Intelligence (AI) is no longer just a buzzword—it's becoming a practical tool that business owners can use to improve efficiency, cut costs, and create new opportunities. But just because AI is powerful doesn't mean every business is ready to use it wisely. Jumping in without preparation can lead to wasted money, frustrated employees, and poor results.

**The AI Readiness Assessment Tool** is designed to help you step back and evaluate your business before making major AI investments. Instead of focusing on technical jargon, this tool uses simple, business-owner friendly language so you can quickly see where you stand.



**The assessment covers eight key areas every business should consider before adopting AI:**

 **Business Goals & AI Use Cases** – Are you clear on why you want AI and how it fits into your strategy?

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 **Data – The Fuel for AI** – Do you have the right information and processes to power AI tools?

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 **Technology & Systems** – Can your current systems handle the demands of AI?

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 **Ethics & Legal Considerations** – Are you prepared for privacy, fairness, and compliance issues?

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 **People & Skills** – Do you have (or can you access) the talent needed to make AI work?

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 **Change Management & Adoption** – Are you ready to guide your team through change?

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 **Costs & Budget** – Do you understand the full costs and potential savings of AI?

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 **Risk Management** – Have you thought through the risks and how to address them?

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By rating your business on each statement, you'll create a clear picture of your readiness. The final scoring key will show you whether you're well-prepared, on the right track, still building the basics, or not yet ready.

This tool is meant to spark conversations, highlight blind spots, and guide smarter decision-making. Use it honestly, and you'll come away with practical insights on what steps to take next.

# How to Use This Tool

- For each statement, rate your level of agreement:

1 = Strongly Disagree | 2 = Disagree | 3 = Neutral | 4 = Agree | 5 = Strongly Agree

- Add up your points at the end of each section and overall.
- Use the scoring key to understand your readiness level.

## 1 Business Goals & AI Use Cases

Statement	1	2	3	4	5
We have clearly identified the problems in our business that AI could help solve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We know which parts of our business could benefit most from using AI.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We understand how AI might impact profits, savings, or efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2 Data – The Fuel for AI

Statement	1	2	3	4	5
We collect enough useful data to support AI projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our data is clean, accurate, and up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The right people in our business can access the data they need.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 3 Technology & Systems

Statement	1	2	3	4	5
Our current technology (computers, servers, networks) can support AI tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have enough storage and computing power for AI.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have planned or budgeted for system upgrades if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 4 Data – The Fuel for AI

Statement	1	2	3	4	5
We understand the ethical risks of AI, like bias or privacy issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We follow regulations related to AI and data protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have basic principles in place for responsible AI use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 5 Data – The Fuel for AI

Statement	1	2	3	4	5
We have people in our company who understand AI.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We provide training or learning opportunities about AI.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We work with outside experts or partners when we lack skills internally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 6 Change Management & Adoption

Statement	1	2	3	4	5
We anticipate that employees may resist or worry about AI.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a clear plan for explaining AI changes to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We provide training and support to help staff use AI successfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 7 Technology & Systems

Statement	1	2	3	4	5
We understand the full costs of AI (software, hardware, staff, upkeep).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We run cost-benefit analyses before investing in AI.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We look for ways AI can save us money through automation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## 8 Risk Management

Statement	1	2	3	4	5
We identify risks of AI (security, bias, breakdowns) before starting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We test and monitor AI systems before rolling them out fully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We think about how AI might impact jobs and plan for retraining.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Total Score:** \_\_\_\_\_

### Scoring Key

- 🎯 **97–120 points (High Readiness):** Strong foundations for AI adoption.
- 🎯 **73–96 points (Moderate Readiness):** On the right track, but some gaps remain.
- 🎯 **49–72 points (Low Readiness):** Several weaknesses — strengthen basics before investing heavily.
- 🎯 **24–48 points (Not Ready):** Significant gaps — focus on core foundations first (data, skills, systems).




# Open-Ended Questions

 What do you see as the **biggest opportunity** for AI in your business?

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 What are your biggest concerns or risks about using AI?

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 What additional resources or support would help you move forward with AI?

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 In your opinion, what would success with AI look like for your business in the next 3 years?

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