

AI Readiness Assessment Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

Please answer about the proposed AI use case described with this assessment. If something is not agreed, say so. Do not include confidential information or sample personal data. All questions are optional.

1. What specific work task are you considering using AI to help with?

2. What problem in the current process would you want the pilot to address?

3. How clearly has the team defined what the AI system would be allowed to do?

- ☐ Not at all clearly
- ☐ Slightly clearly
- ☐ Moderately clearly
- ☐ Very clearly
- ☐ Extremely clearly
- ☐ The scope has not been discussed

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4. Has the team identified which information the pilot would need and whether its use is approved?

- ☐ Both identified and approved
- ☐ Identified but approval is unresolved
- ☐ Only partly identified
- ☐ Not yet identified
- ☐ Not sure

5. Who would check the output before it is used, and what would they check?

6. What could go wrong if the output were inaccurate or unsuitable? Please describe the situation without including confidential data.

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7. What support would the team need before participating in the pilot?

8. What evidence would show that the pilot improves on the current process?

9. Is there an agreed person or team to contact if the pilot produces an unexpected problem?

- ☐ Yes
- ☐ Partly agreed
- ☐ No
- ☐ Not sure