

AI Readiness Assessment

A 25-Question Self-Assessment for Business Leaders

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Instructions

Rate each statement from 1 (Strongly Disagree) to 5 (Strongly Agree). Total your score at the end to assess your organization's AI readiness. Be honest — this is a diagnostic tool, not a test.

Section 1: Data & Infrastructure

- & Our company data is organized and accessible in structured formats (databases, spreadsheets, CRMs)
- & We have a centralized document management system that employees actually use
- & Our key business metrics are tracked and available in real-time or near-real-time
- & We have clear data ownership — someone is responsible for data quality
- & Our tech stack allows integrations between tools (APIs, Zapier, etc.)

Section 2: Team & Skills

- & At least one person on our team regularly uses AI tools (ChatGPT, Claude, etc.)
- & Our team is open to adopting new technology and changing workflows
- & We have documented SOPs for our core business processes
- & Leadership understands the difference between AI hype and practical AI applications
- & We have budget allocated (or could allocate) for AI tool subscriptions and training

Section 3: Operations & Processes

- & We have repetitive tasks that consume significant employee time each week
- & Our customer support involves answering the same questions repeatedly
- & Our sales process includes manual research, data entry, or outreach that could be templated
- & We create content (emails, reports, social posts) on a regular schedule
- & We have workflows that require copying data between systems manually

Section 4: Strategy & Vision

- & Leadership has discussed AI strategy in the last 6 months
- & We can identify at least 3 specific areas where AI could save time or money
- & We understand the difference between AI assistants, automation, and autonomous agents
- & We have a competitor who is already using AI effectively
- & We're willing to start small and iterate rather than waiting for a perfect AI strategy

Section 5: Risk & Governance

- & We understand the data privacy implications of using AI tools
- & We have (or would create) guidelines for how employees should use AI
- & We're comfortable with AI handling internal tasks before customer-facing ones
- & We have a process for evaluating new software vendors and tools
- & We understand that AI outputs need human review and aren't infallible

Scoring Guide

100-125: AI Ready — You have the foundation. Start implementing immediately.

80-99: Almost Ready — Address 2-3 gaps and you're good to go.

60-79: Building Foundation — Focus on data organization and team training first.

25-59: Early Stage — Start with individual AI tools before organization-wide adoption.

About the Author

Justin P. Barrett is an entrepreneur, artist, and author. As CEO of Eyesafe, he built the global standard for display health technology. As founder of Alive LLC, he helps lean teams implement AI systems that actually work — agent architectures, knowledge bases, and automation workflows.

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