

# AI Integration Readiness Checklist

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## Technical Readiness



- ☐ We have clean, structured, and accessible data across key departments.
- ☐ Our current systems support API integrations or can connect to cloud-based AI tools.
- ☐ We have baseline infrastructure in place (cloud access, data storage, compute power).

## ☐ Integration Capability

- ☐ Our IT team can assess legacy system compatibility with modern AI tools.
- ☐ We've identified at least one use case where AI can improve existing workflows.
- ☐ We have the ability to test and monitor AI outputs within current software.

## ☐ Organizational Readiness

- ☐ Key stakeholders understand the benefits and limitations of AI.
- ☐ We've assigned internal owners (data, IT, product) to manage AI initiatives.

- ☐ Our staff has access to basic AI training or is open to adopting new tools.
- ☐  **Strategic Alignment**
- ☐ We've defined a clear business goal or KPI for our first AI integration project.
- ☐ We've set a realistic budget and timeline for AI integration.
- ☐ We've identified whether we need to build custom AI or integrate existing solutions (buy vs. build).
- ☐  **Governance & Risk Awareness**
- ☐ We've considered ethical implications, data privacy, and bias in AI systems.
- ☐ We are aware of regulatory and compliance requirements relevant to our industry.
- ☐ We plan to set up monitoring to evaluate model performance and business impact.

**If you've checked 10 or more boxes, your organization is well-prepared to begin integrating AI into its systems. If not, use this checklist as a roadmap for filling the gaps.**