



Enterprise AI readiness checklist

Use these seven questions before selecting a platform or starting a pilot. Bring evidence about the work, information, people and operating environment, rather than relying on a polished demonstration alone.

START WITH one intended task • approved knowledge • a responsible owner • clear acceptance criteria

Write notes beside each question, then carry the answers into platform evaluation and pilot planning.

1

What decision or task should improve?

☐

Describe a bounded job, its intended result and the person or team that remains responsible for using that result.

2

Which knowledge is allowed to support it?

☐

Identify representative sources, owners, currency expectations, permissions and the information that must stay outside the evaluation.

3

How will quality be judged?

☐

Prepare realistic questions or cases, define acceptance criteria and agree who can judge relevance, accuracy and usefulness.

4

Where can the system and its data run?

☐

Document infrastructure, networks, identity, data residency, operational ownership and the permitted paths to model providers.



Complete the operating picture

5

Which model and workflow choices are required?

☐

Decide whether local or external models are suitable for each step, and map the retrieval, validation, branching and integration needs around them.

6

Where must a person review or approve?

☐

Make consequential decisions visible. Define the conditions for review, the information a reviewer needs and what is recorded when they approve or reject.

7

How will the solution be operated and changed?

☐

Clarify monitoring, support, retention, incident response, workflow versioning and the boundary between the product team and the surrounding organisation.

Evidence to prepare

Area	Prepare	Why it matters
Work	Representative tasks and intended outcomes	Keeps the evaluation tied to a real need
Knowledge	Approved examples, source owners and access rules	Tests retrieval quality and the data path
People	Users, reviewers and accountable owners	Shows where human judgement belongs
Technology	Environment and integration constraints	Prevents a polished demonstration from hiding an architecture mismatch
Operations	Support, monitoring and change expectations	Makes long-term ownership explicit

Next step

Use one representative task, the relevant knowledge and your deployment constraints in a private product discussion.

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