

AI Readiness Checklist

20 things to confirm before you adopt AI

No technical knowledge required. Simply check ✓ the items that apply, and you will see where your company stands — and what to do next. **Feel free to use this sheet as-is in your next internal meeting.**

1 Tools & safety

The foundation

- ☐ Your company has a corporate subscription to generative AI such as ChatGPT
If everyone uses personal accounts, know-how walks out the door with each departure
- ☐ You have shared a rule on "what must never be entered into AI"
Customer data, unreleased figures. A one-page memo is enough
- ☐ You chose your plan knowing the difference between free and paid tiers
For business use, confirming that your data is not used for training comes first
- ☐ There is a rule that a human reviews AI output before it is used
AI makes mistakes. "A human checks last" is the precondition for adoption

2 Daily use

Is it actually used?

- ☐ More than one person used AI for work in the past week
- ☐ There is at least one concrete example of "AI made this task easier" in your company
- ☐ The methods of your best users are shared with everyone else
Even a simple shared memo of prompts (instructions to AI) changes a lot
- ☐ You know why non-users don't use it (anxiety, no time, no perceived need)

3 Workflows

Where AI pays off

- ☐ You have listed the "similar documents written again and again" — emails, reports, quotes
- ☐ You can say where copy-paste work between systems and Excel happens
- ☐ Frequently asked questions are not handled by one overloaded person
- ☐ You don't lose time searching through paper and PDF documents
"Time spent searching" is often a data-storage problem before it is an AI problem

4

Champions

People who keep it going

- ☐ There is a go-to person for AI questions in your company
- ☐ That person is not drowning in their day job on top of the AI role
- ☐ You have someone outside the company you can casually ask (a partner or vendor)
- ☐ Trying new ways of working is welcomed, not blamed

5

Leadership

Does it last as an investment?

- ☐ AI adoption has been discussed at management level
- ☐ There is a rough budget for AI, however small
- ☐ You have an idea of what to do with the hours AI frees up
Deciding how to reinvest saved time makes the payback much faster
- ☐ You plan to start in small units that can be stopped if they don't work

| How to read your score — count your √s

16–20**Self-sufficient**

Your foundation is solid. Next: expand to high-impact tasks and systematize adoption.

10–15**Partial adoption**

Some teams use AI well. Building per-department "usage patterns" is the next step up.

5–9**Tools-first**

Contracts came first; the field hasn't caught up. Embedded support pays off most at this stage.

0–4**Before the start**

Starting now is fine. Begin with choosing your very first task.

| Your next move — 3 steps

STEP 1**Pick one task only**

From the unchecked items, pick a single task that occurs daily or weekly. Company-wide rollouts almost always fail.

STEP 2**Test on real data**

Test with your actual emails and documents, not made-up samples. "Does it work on our real work?" is the only criterion.

STEP 3**Measure hours, then expand**

Measure hours saved per month before moving to the next task. With numbers, no internal persuasion is needed.

Hint: If you scored 5–9, you are in the classic "we have the tools, but nobody uses them" state. The cause is neither the tool nor your staff — it is the missing translation into your actual workflows. An engineer working inside your operation is the shortest path.

See where you stand — instantly

Our free 8-question AI readiness check draws the same five-axis radar chart automatically. In a free consultation, we help you choose exactly where to start in your business.

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Free readiness check & consultation