TOOLKIT · RESPONSIBLE AI SERIES

CONNECTIVE BUSINESS SOLUTION

STRATEGY RE-DEFINED

AI READINESS ASSESSMENT TOOLKIT

A self-assessment framework to evaluate your organization's readiness to adopt and scale artificial intelligence: six dimensions, thirty statements, one honest score, and a clear next step for whatever it reveals.

Written For

Executive Teams · IT Leaders · Innovation Teams

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This assessment measures readiness across the six dimensions that determine whether AI adoption creates value or risk: strategy, data, governance, technology, people, and use-case discipline. It takes about forty-five minutes to complete well, and the most valuable output is not the score. It is the disagreement.

Run it this way. Have three to six leaders score independently: at minimum, one executive, one technology leader, and one operational leader. Score each statement from 1 to 5, where 1 means "not true of us today" and 5 means "fully true and consistently practiced." Then compare. Where scores diverge by two or more points, the organization does not share an understanding of its own state, and that gap is a finding worth more than any average. Reconcile to a consensus score per statement, total each dimension, and use Sections 08 and 09 to interpret the result and choose the first moves.

> **SCORING HONESTY**
>
> Score what is practiced, not what is planned or drafted. A policy no one follows scores as if it does not exist, because operationally, it does not.

01 / STRATEGY & LEADERSHIP ALIGNMENT

DIMENSION 1 · SCORE 5 TO 25

STATEMENT	1	2	3	4	5
Leadership has stated, in writing, what AI is for in this organization: the outcomes it should improve and the problems it should solve.					
A named executive owns AI adoption, with authority over priorities, funding, and restrictions.					
AI initiatives are evaluated with the same business-case discipline as other investments, including expected value and success criteria.					
Leadership can name the top three AI use cases in flight and their current status.					
AI ambitions are calibrated to the organization's actual data, skills, and budget, not to vendor demonstrations.					

02 / DATA FOUNDATION

DIMENSION 2 · SCORE 5 TO 25

STATEMENT	1	2	3	4	5
The organization knows where its critical data lives, who owns it, and how it is classified by sensitivity.					
Data quality in core systems is trusted enough that leaders act on reports without re-verifying the numbers.					
Key metrics have single, written definitions used consistently across departments.					
Data needed for priority AI use cases is accessible without months of extraction work.					
Rules exist, and are followed, for what data may and may not be provided to AI systems.					

03 / GOVERNANCE & RISK

DIMENSION 3 · SCORE 5 TO 25

STATEMENT	1	2	3	4	5
A current inventory exists of the AI tools and embedded AI features in use across the organization.					
A plain-language responsible-use policy is published, and employees know it exists.					
AI use cases are classified by risk, with controls and approvals proportional to the tier.					
Contracts governing our work have been reviewed for AI clauses, and current practice conforms to them.					
Employees have a known path to report AI errors, data exposure, or misuse, and someone responds.					

04 / TECHNOLOGY & SECURITY

DIMENSION 4 · SCORE 5 TO 25

STATEMENT	1	2	3	4	5
Business AI use runs on enterprise deployments with administrative controls, not unmanaged personal accounts.					
AI vendor terms are reviewed for training rights, data retention, and processing location before adoption.					
Access to AI systems handling sensitive data is provisioned and reviewed like any other sensitive system.					
Core systems can integrate with AI capabilities without heroic custom work.					
Security monitoring covers AI channels, including data leaving the organization through them.					

05 / PEOPLE & SKILLS

DIMENSION 5 · SCORE 5 TO 25

STATEMENT	1	2	3	4	5
Employees have received role-relevant training on approved AI tools and the responsible-use policy.					
At least one person can translate between business needs and AI capability when evaluating use cases.					
Managers can distinguish appropriate from inappropriate AI use in their own team's work.					
The approved path is easier than the workaround: sanctioned tools are available and adequate.					
Training is refreshed as tools change, not treated as a one-time event.					

06 / USE-CASE & VALUE DISCIPLINE

DIMENSION 6 · SCORE 5 TO 25

STATEMENT	1	2	3	4	5
A lightweight intake exists for proposing AI use cases, and decisions come back quickly.					
Pilots run with defined success criteria and error checks before broad rollout.					
High-consequence outputs require documented human review before use.					
At least one AI use case has demonstrated measured value, in time, cost, quality, or revenue.					
Use cases that fail their criteria are retired, and the lessons are recorded.					

07 / SCORE SUMMARY

Total each dimension, then sum for the overall readiness score.

DIMENSION	DIMENSION SCORE (5 TO 25)	LOWEST-SCORING STATEMENT
1 · Strategy & Leadership Alignment		
2 · Data Foundation		
3 · Governance & Risk		
4 · Technology & Security		
5 · People & Skills		
6 · Use-Case & Value Discipline		
Overall Readiness Score (30 to 150)		

08 / INTERPRETING YOUR SCORE

BAND	SCORE	WHAT IT MEANS AND WHAT COMES FIRST
EXPLORING	30 to 69	AI use is ahead of AI management. First moves: name an accountable owner, build the tool inventory, and issue interim data rules. Do these before any new adoption.
EMERGING	70 to 99	Foundations exist in patches. First moves: adopt risk tiers, publish the plain-language policy, and prove one use case with measured value end to end.
READY TO SCALE	100 to 129	The machinery works; the opportunity is throughput. First moves: accelerate intake, expand role-based training, and instrument governance metrics so scale does not outrun control.
LEADING	130 to 150	Readiness is a competitive asset. First moves: pursue the higher-value use cases others cannot govern, and be ready to certify your practices to customers who ask.

> **READ THE SHAPE, NOT JUST THE SUM**
>
> Two organizations can share a total and need opposite plans. Your lowest dimension is your first investment, whatever the total says: readiness compounds from the weakest link, because that is where the first incident comes from.

09 / FROM SCORE TO PLAN: THE NEXT 30 DAYS

- **Publish the result internally.** Share the dimension scores and the top three divergences with the leadership group that scored them. Alignment on the current state is the first deliverable.
- **Assign the lowest dimension an owner and a date.** One dimension, one named leader, one 30-day improvement target drawn from its lowest-scoring statements.
- **Close the fastest gap.** Most organizations have at least one statement that can move from 1 to 4 in a month, such as publishing the policy or standing up the inventory. Take the quick win; it funds belief in the rest.
- **Schedule the re-score.** Quarterly for the first year. The trend, dimension by dimension, is your readiness program's real report card.

ABOUT CONNECTIVE BUSINESS SOLUTION

Connective Business Solution is a Business Performance and Advisory Firm based in Orlando, Florida, helping organizations adopt AI responsibly through readiness assessments, governance design, and workforce training. This toolkit pairs with our whitepaper, AI Governance in the Enterprise, which provides the full framework behind Dimensions 3 through 6. For a facilitated assessment with benchmarking and a prioritized roadmap, contact our team.

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