



Toolkit: **AI** readiness quick check.

Toolkit: AI Readiness Quick Check

AI readiness isn't about having the newest tools. It's about knowing where AI can create value, giving people the confidence to use it, and putting sensible safeguards around it.

Use this quick check to see where your organisation is strong, and where to focus next.

How to complete it:

For each statement, select:

- **Yes** = 2 points
- **Somewhat** = 1 point
- **Not yet** = 0 points

1. Purpose and priorities 1. We're clear about the business or workforce problems we want AI to help solve. ☐ Yes ☐ Somewhat ☐ Not yet 2. We've identified a small number of practical use cases worth testing first. ☐ Yes ☐ Somewhat ☐ Not yet 3. Our AI activity supports our broader business and people priorities. ☐ Yes ☐ Somewhat ☐ Not yet	2. Work and technology 4. We understand which tasks could be automated, supported by AI or should remain human-led ☐ Yes ☐ Somewhat ☐ Not yet 5. Our core systems and information are reliable enough to support responsible AI use. ☐ Yes ☐ Somewhat ☐ Not yet 6. We test AI on a small scale before introducing it more widely ☐ Yes ☐ Somewhat ☐ Not yet
3. People and capability 7. Our people understand what AI can—and cannot—do well. ☐ Yes ☐ Somewhat ☐ Not yet 8. Employees have practical guidance or training on how to use AI in their work. ☐ Yes ☐ Somewhat ☐ Not yet 9. Leaders involve employees in decisions about how AI may change their work. ☐ Yes ☐ Somewhat ☐ Not yet	4. Trust and safeguards 10. We have clear rules for privacy, confidential information and acceptable AI use. ☐ Yes ☐ Somewhat ☐ Not yet 11. A person reviews AI-supported work when accuracy, fairness or impact matters. ☐ Yes ☐ Somewhat ☐ Not yet 12. We can explain who is accountable for decisions involving AI. ☐ Yes ☐ Somewhat ☐ Not yet

How did you score:

Total: _____ / 24

What next?

0–8: Build the foundations

Your organisation may be experimenting with AI, but the basics aren’t yet consistent. Start by choosing one real problem, setting simple guardrails and building shared understanding.

9–16: Ready to focus

You have some of the right foundations, but gaps may make progress uneven or risky. Focus on the section where you scored lowest and turn it into a practical 90-day priority.

17-24: Ready to scale thoughtfully

You have strong foundations for purposeful and responsible AI adoption. Your next step is to measure what’s working, strengthen accountability and scale the most valuable use cases.

Choose your next step

Look at the statements you marked **Not yet**. Circle the one that would make the biggest difference if you improved it in the next 90 days.

Our priority is:

One action we will take:

Who will own it:

By when:

This quick check is a conversation starter, not a formal audit. The quality of your discussion matters more than the number.

Want help turning your results into a practical AI strategy and roadmap?



At Zest, we help organisations turn AI readiness into a practical, people-first roadmap. We can help with:

- ✦ Detailed HR digital and tech maturity assessment
- ✦ AI and people technology strategy and roadmap development
- ✦ Process improvement and automation solutions
- ✦ Policy, governance and acceptable-use framework development
- ✦ Leadership, culture and capability strategy
- ✦ People analytics and compliance reporting

Get in touch

