

AI READINESS CHECKLIST

FOR BUSINESS LEADERS

How prepared is your organisation for AI adoption?

A free self-assessment from Black Star Gold · Score each item: 0 = not yet · 1 = in progress · 2 = fully in place

This checklist is designed to help business leaders think clearly about where their organisation stands on AI readiness. Work through the 15 statements below and score each one honestly. Add up your scores, then turn to page 2 to see what your total means — and how Black Star Gold can help you move forward.

PILLAR 1 — PEOPLE & CAPABILITY

1	At least one person in our team understands what AI can and cannot do.	---
2	Our leadership team has discussed AI as part of our business strategy.	---
3	We have identified which roles or tasks might benefit most from AI tools.	---

PILLAR 2 — DATA & INFORMATION

4	Our key business information is organised and reasonably up to date.	---
5	We know where our most important data lives and who has access to it.	---
6	We have considered what data we would — and would not — share with AI tools.	---

PILLAR 3 — PROCESSES & OPERATIONS

7	We have documented at least some of our core business processes.	---
8	We have identified repetitive tasks in our business that consume significant time.	---
9	We know which of our current tools and systems connect or integrate with others.	---

PILLAR 4 — RISK & GOVERNANCE

10	We have a basic policy or position on staff use of AI tools in their work.	---
11	We understand our responsibilities around data privacy when using AI tools.	---
12	We have considered how we would verify or quality-check AI-generated outputs.	---

PILLAR 5 — STRATEGY & VISION

13	We have discussed what success looks like for AI in our business within 12 months.	---
14	We have a budget (or are considering one) for AI tools or support this year.	---
15	We know what would need to change in our business to make better use of AI.	---

TOTAL SCORE

--- / 30

0 = not started · 1 = in progress · 2 = fully in place

WHAT YOUR SCORE MEANS

0 – 10 STILL BUILDING THE FOUNDATION

Your business is at the beginning of the AI readiness journey. Many organisations are here, and that's fine. The foundations you put in place now will make AI adoption significantly easier and safer when the time comes.

Where to focus: *Data organisation, basic AI literacy for leadership, and defining clear ownership of your digital tools.*

11 – 18 GOOD INSTINCTS, GAPS TO ADDRESS

You're thinking in the right direction. Your team has some awareness and elements of readiness in place, but there are likely meaningful gaps – in data, governance, or strategic alignment – that could slow you down or create risk if you move too quickly.

Where to focus: *Closing the gaps between intention and action: formalise your data approach, document key processes, and align leadership on an AI strategy.*

19 – 24 READY TO MOVE

You have solid foundations. Your business has the building blocks to start adopting AI tools with confidence. You understand your data, your team has some capability, and there's strategic intent. The main risk at this stage is moving too fast without proper governance.

Where to focus: *Piloting AI in one or two high-value use cases, measuring outcomes carefully, and building on what works.*

25 – 30 AHEAD OF THE PACK

You're well positioned to use AI as a genuine competitive advantage. Your organisation has the foundations, the intent, and the governance to adopt AI thoughtfully. The priority now is staying deliberate, keeping your team skilled, and embedding AI into how you actually work.

Where to focus: *Strategic deployment across business functions and building a culture that treats AI as a core capability, not a one-off project.*

WHAT COMES NEXT

Whatever your score, Black Star Gold works with business leaders to move from readiness to results. Here's how we can help:

AI Readiness Audit A structured 90-minute session to review your checklist, identify your highest-priority gaps, and produce a clear action plan. From £750	AI Strategy Sprint A focused 3–5 day engagement to define your AI strategy, select tools, and build a phased implementation roadmap. From £3,500	Embedded AI Support Ongoing advisory support as you implement – tool selection, team training, governance, and programme management. Bespoke pricing
---	--	--