

AIADP Manual Assessment SOP

1) Purpose

This SOP documents how to run the AI Readiness assessment manually using the same model as AIADP:

- level-specific pillar sets,
- standardized 1-5 scoring,
- framework-linked evidence,
- findings and deliverable outputs,
- operational roadmap and deployment guidance.

Use this as a public download guide for consultants, internal operators, and client teams.

2) Scope

This SOP covers:

- Assessment levels: `company`, `department`, `team`, `individual`
- Assessment tiers: `readiness`, `comprehensive`, `enterprise`
- Stage workflow: `discovery -> data_collection -> analysis -> scoring -> roadmap -> delivery -> completed`
- Output pack: readiness summary, maturity scorecard, roadmap, ROI narrative, governance checklist, executive summary.

3) Core Operating Principles

1. Score only with evidence (interviews, documents, system data, artifacts).
2. Keep questions and scoring aligned to assessment level and tier.
3. Tie every pillar judgement to framework references.
4. Keep an auditable chain: question -> response -> score -> finding -> recommendation -> output.
5. Separate facts (evidence) from interpretation (consultant judgement).

4) Level and Tier Selection

4.1 Assessment Levels

- `company`: enterprise-wide operating model and governance.
- `department`: function-level workflows, controls, and capability gaps.
- `team`: execution-level process/tool/data readiness.
- `individual`: role-level augmentation and skill readiness.

4.2 Tier Definitions

- `readiness`: quick baseline (focus on top readiness pillars).

- `comprehensive`: full maturity and strategy design.
- `enterprise`: full maturity plus custom depth and implementation planning.

4.3 Pillar Sets (Match AIADP)

Company

- Readiness: `strategic_alignment`, `process_optimization`, `technology_infrastructure`, `data_maturity`
- Comprehensive/Enterprise: above + `organizational_readiness`, `governance_risk`, `roi_potential`

Department

- Readiness: `department_strategy`, `department_workflows`, `department_technology`, `department_data`
- Comprehensive/Enterprise: above + `team_capabilities`, `department_governance`, `department_roi`

Team

- Readiness: `team_goals`, `daily_workflows`, `tools_systems`, `data_access`
- Comprehensive/Enterprise: above + `skills_training`

Individual

- All tiers: `role_goals`, `daily_tasks`, `personal_tools`, `skill_development`

5) End-to-End Manual Workflow

5.1 Stage 1: Discovery

1. Confirm level + tier + scope boundaries.
2. Identify participants and data owners.
3. Confirm assessment objectives and decision use (pilot, governance, funding, rollout).
4. Create evidence plan (interviews, docs, metrics, systems).

Deliverable: assessment charter (scope, timeline, participants, expected outputs).

5.2 Stage 2: Data Collection

1. Run pillar questions for selected level/tier.
2. Capture all required responses before scoring.
3. Collect objective evidence per response where possible.
4. Tag each question/response with pillar and framework reference(s).

Deliverable: completed intake log with evidence notes.

5.3 Stage 3: Analysis

1. Normalize responses and resolve contradictions.
2. Group patterns by pillar (strengths, gaps, risks, opportunities).
3. Distinguish current-state capability vs aspirational intent.

Deliverable: analysis notes per pillar.

5.4 Stage 4: Scoring

1. Compute raw score per pillar from scored questions (1-5 scale).
2. Apply benchmark comparison (default benchmark 3.0 unless industry benchmark defined).
3. Assign gap severity from score-to-benchmark delta.
4. Calculate overall score as average of relevant pillar final scores.

Deliverable: pillar score sheet and maturity level.

5.5 Stage 5: Roadmap

1. Convert lowest/highest-impact gaps into actions.
2. Sequence actions 30/60/90 days and by dependency.
3. Add ownership, success metric, and risk controls.

Deliverable: operational roadmap and deployment plan.

5.6 Stage 6: Delivery

1. Publish summary report and scorecard.
2. Include framework traceability for each major recommendation.
3. Brief stakeholders and capture sign-off.

Deliverable: final report package + implementation kickoff brief.

6) Scoring Model (AIADP-Aligned)

6.1 Question Scoring

- Scale questions: direct numeric score `1-5`.
- Multiple choice: mapped via predefined score mapping.
- Text and checkbox: qualitative evidence (not directly numeric unless mapped by rubric).

6.2 Pillar Score

`pillar_raw_score = average(scored question responses in pillar)`

Use one decimal place.

6.3 Final Pillar Score

- If no manual override: `final = raw_score`
- If calibrated override used: `final = override_score`

6.4 Gap Severity

Use benchmark default `3.0` when no industry benchmark exists.

`gap = benchmark - final_score`

- `low`: $gap \leq 0.5$
- `medium`: $0.5 < gap \leq 1.0$
- `high`: $1.0 < gap \leq 1.5$
- `critical`: $gap > 1.5$

6.5 Overall Maturity Score

`overall = average(final scores across all required pillars for chosen level/tier)`

6.6 Maturity Bands

- `0.0-1.5`: Initial
- `1.5-2.5`: Developing
- `2.5-3.5`: Defined
- `3.5-4.5`: Managed
- `4.5-5.0`: Optimizing

7) 1-5 Pillar Rubric (Deep-Dive Evaluation Criteria)

Use this same rubric for each pillar, with pillar-specific evidence examples.

- ****1 - Ad hoc****: no defined practice, inconsistent execution, no owner.
- ****2 - Emerging****: limited pilots or informal process, partial ownership, low repeatability.
- ****3 - Defined****: documented process exists, role ownership set, moderate consistency.
- ****4 - Managed****: measured and governed process, KPIs tracked, corrective actions active.
- ****5 - Optimized****: continuous improvement loop, proactive controls, clear business impact proof.

7.1 Pillar-Specific Evidence Checks

Company Pillars

- Strategic Alignment: AI strategy docs, governance charter, executive sponsorship records.
- Process Optimization: process maps, automation backlog, cycle-time baselines.
- Technology Infrastructure: architecture docs, integration inventory, reliability/latency metrics.
- Data Maturity: data quality scorecards, lineage, access controls, retention policies.
- Organizational Readiness: training completion, adoption plans, change management artifacts.
- Governance & Risk: risk register, model risk controls, incident process, compliance controls.
- ROI Potential: business case templates, KPI tree, value realization cadence.

Department Pillars

- Department Strategy: local objectives linked to company priorities.
- Department Workflows: SOP maturity, bottleneck evidence, handoff performance.
- Department Technology: tool stack fit, integration gaps, operational friction.
- Department Data: quality/access and analytics readiness for department use cases.
- Team Capabilities: skill inventory, role readiness, manager enablement.
- Department Governance: policy adherence and control operation at department level.
- Department ROI: department-level outcomes and cost/benefit tracking.

Team Pillars

- Team Goals: measurable targets and AI use-case intent.
- Daily Workflows: repetitive-work burden, exceptions, standardization.
- Tools & Systems: usability, interoperability, reliability.
- Data Access & Quality: timely access, confidence in data, rework rates.
- Skills & Training: practical skill readiness and coaching coverage.

Individual Pillars

- Role & Objectives: role clarity and augmentation potential.
- Daily Tasks: repeatable task decomposition and AI suitability.
- Personal Tools: tool capability and user proficiency.
- Skill Development: baseline literacy, coaching plan, ongoing development.

8) Framework Reference Map (Use in Every Report)

Map each scored pillar and recommendation to at least one citation.

- Strategic/Department Strategy: NIST AI RMF `GOVERN 1.1`; ISO/IEC 42001 `Clause 5`
- Process/Workflow Pillars: NIST `MAP 1.1`; ISO `Clause 8` / `8.1`
- Technology/Tools Pillars: NIST `MEASURE 2.0/3.0`; ISO `Clause 7` / `7.1`
- Data Pillars: EU AI Act `Article 10`; NIST `MAP 2.0`

- Readiness/Capabilities/Skills: ISO `Clause 7.2`; NIST `GOVERN 1.6`
- Governance & Risk: NIST `MANAGE 1.1`, `GOVERN 1.2`; EU AI Act `Articles 9-15`; ISO `Clause 6.1`
- ROI/Value Pillars: ISO `Clause 6.2` and `9.1`; NIST `GOVERN 4.0` / `MANAGE 2.0`

9) Findings and Recommendation Template

For each finding record:

- `finding_type`: strength | weakness | opportunity | risk | recommendation
- `pillar`
- `title`
- `description` (evidence-backed)
- `impact_level`: low | medium | high | critical
- `supporting_evidence`: doc/interview/system refs
- `framework_citation`: framework + section + reason for relevance

Recommendation format:

1. Action statement
2. Why now (business + risk driver)
3. Dependencies
4. Owner
5. Timeline
6. KPI / success criteria
7. Framework citation

10) Operational Roadmap Template

10.1 30/60/90 Structure

- 0-30 days: governance setup, owner assignment, baseline measurement.
- 31-60 days: pilot execution, control validation, enablement rollout.
- 61-90 days: scale decision, standardization, KPI-based optimization.

10.2 Workstream Buckets

- Governance and risk controls
- Data readiness and stewardship
- Process and automation redesign
- Tooling/integration modernization
- Workforce enablement and adoption

- Value realization and KPI tracking

10.3 Example Roadmap Row

- Workstream: Data Readiness
- Action: implement quality checks for top 3 source systems
- Owner: Data Lead
- Due: Day 45
- KPI: defect rate < 2%, freshness SLA > 95%
- Citation: EU AI Act Article 10; NIST MAP 2.0

11) Deployment Guide (From Assessment to Production)

11.1 Deploy Readiness Actions Safely

1. Define target use case and non-functional requirements.
2. Validate data quality, access controls, and retention rules.
3. Implement governance controls before scale (approval gates, monitoring).
4. Pilot with explicit success/fail criteria.
5. Evaluate outcomes and residual risk.
6. Scale only after KPI and control thresholds are met.

11.2 Minimum Control Checklist

- Responsible owner assigned.
- Data quality controls active.
- Human review point defined where risk is material.
- Incident/escalation flow documented.
- Model/tool change log maintained.
- Security and privacy checks complete.

11.3 Deployment Readiness Exit Criteria

- \geq 80% critical controls operational.
- No unresolved critical risks.
- Measurable KPI improvement in pilot.
- Stakeholder sign-off (business + technical + risk).

12) Public Template Pack (Copy/Paste)

12.1 Assessment Header

- Client:
- Assessment Level:
- Tier:
- Department/Team/Role (if applicable):
- Assessment Date:
- Assessor(s):

12.2 Pillar Scoring Sheet

Pillar	Evidence Summary	Raw Score (1-5)	Override (optional)	Benchmark	Gap Severity	Primary Citation
				3.0		

12.3 Findings Log

Type	Pillar	Title	Impact	Evidence	Citation

12.4 Recommendation Log

Priority	Recommendation	Owner	Timeline	KPI	Dependencies	Citation
1						

12.5 30/60/90 Roadmap

Window	Initiative	Owner	Deliverable	KPI	Risk Control
0-30					
31-60					
61-90					

13) QA Checklist Before Publishing Report

- All required questions answered for selected level/tier.
- Pillar scores computed and benchmarked.
- Each major output tied to framework citation(s).
- Findings and recommendations include evidence.
- Roadmap actions have owner, timeline, KPI, and dependency.

- Final document includes a clear "why it matters" narrative.

14) Versioning

- SOP Version: 1.0
- Source Alignment: AIADP pillar model, scoring model, and framework citation chain
- Last Updated: 2026-03-22