

AI Readiness Quick Start (2-Page SOP)

Purpose

Use this quick-start when you need to run a fast but defensible manual AI readiness assessment aligned to AIADP.

Scope and Setup

- Select level: company, department, team, or individual.
- Select tier: readiness, comprehensive, or enterprise.
- Confirm assessment objective (decision to support).
- Identify participants, owner, and timeline.

Pillar Selection (AIADP-aligned)

- Company Readiness: strategic_alignment, process_optimization, technology_infrastructure, data_maturity
- Company Comprehensive/Enterprise: add organizational_readiness, governance_risk, roi_potential
- Department Readiness: department_strategy, department_workflows, department_technology, department_data
- Department Comprehensive/Enterprise: add team_capabilities, department_governance, department_roi
- Team Readiness: team_goals, daily_workflows, tools_systems, data_access
- Team Comprehensive/Enterprise: add skills_training
- Individual (all tiers): role_goals, daily_tasks, personal_tools, skill_development

5-Step Manual Method

1. Collect inputs

- Run required intake questions by selected level/tier.
- Capture evidence (docs, examples, system data, interviews).

2. Score pillars

- Use only scored questions (scale and mapped multiple choice).
- Compute pillar raw score = average question score (1-5).

3. Benchmark and maturity

- Default benchmark = 3.0 when no industry benchmark available.
- Gap severity:
 - low ≤ 0.5
 - medium ≤ 1.0
 - high ≤ 1.5
 - critical > 1.5

- Overall score = average final pillar scores.
4. Create findings
- Record strengths, weaknesses, opportunities, risks, recommendations.
 - Every finding must include evidence and impact.
5. Build action roadmap
- 30/60/90-day plan with owner, KPI, dependency, and risk control.

Standard 1-5 Rubric

- 1 Ad hoc: no defined practice.
- 2 Emerging: limited, inconsistent practice.
- 3 Defined: documented and repeatable practice.
- 4 Managed: measured, governed, and corrected.
- 5 Optimized: continuously improved with proven impact.

Framework Citation Minimum

Every major output must map to at least one framework reference:

- NIST AI RMF (GOVERN, MAP, MEASURE, MANAGE)
- ISO/IEC 42001 (Clauses 5, 6, 7, 8, 9)
- EU AI Act (Articles 9-15 and 10 for data governance)

Required Output Pack

- AI Readiness Summary
- Maturity Scorecard
- Findings Log
- 30/60/90 Operational Roadmap
- Deployment Guide (controls, owners, KPI gates)

Quality Gate Before Publishing

- All required questions completed.
- Score math validated.
- Findings tied to evidence.
- Recommendations tied to framework citations.
- Roadmap has owners and measurable KPIs.