

VIRTUOUS BIZNIZ LLC

AI Readiness

Self-Assessment Checklist

Five dimensions. 15 minutes. Complete clarity on where you stand.
Free resource from Virtuous Bizniz LLC — virtuousbizniz.com

This checklist gives you an honest picture of your AI readiness across five dimensions. For each item, mark your current state: ✓ In place | ⚡ Partial / In progress | ✗ Not yet

Dimension 1 — AI Tool Familiarity

- I have used at least one AI tool (ChatGPT, Claude, Gamma, Copilot, etc.) in the past 30 days
- I can describe the primary use case for at least 3 different AI tools
- I have used AI to produce a work deliverable (email, document, presentation, report)
- I understand the difference between AI "generating" content and AI "replacing" expertise
- I know which AI tools are most relevant to my specific role and industry

Score: __ / 5

Dimension 2 — Data Governance Maturity

- I understand what "Green, Amber, and Red" data means in the context of AI tools
- I can identify at least 3 data types in my work that should never be input into a public AI tool
- My organisation has (or I personally have) a clear rule about what data can and cannot be used with AI
- I have never input client PII, financial records, or NDA-covered information into a public AI tool
- My organisation has (or is working toward) a formal AI usage policy

Score: __ / 5

Dimension 3 — Workflow Automation Readiness

- I can identify the 3 most time-consuming repeated tasks in my weekly workflow
- I understand what "no-code automation" means and can name at least one tool (Make.com, Zapier)
- I have mapped at least one workflow from trigger to outcome — including every manual step
- I have automated at least one task or notification in my work (even a simple one)
- I can describe the ROI of automating my highest-volume workflow in hours per week

Score: __ / 5

Dimension 4 — Team AI Literacy

- My team (or I, if working solo) uses AI tools regularly — at least 3x per week
- Everyone who should be using AI tools in my organisation knows what they are and how to access them
- My team has a shared understanding of what is and is not safe to input into AI tools
- AI tool usage in my organisation is consistent — not dependent on one or two enthusiastic individuals
- My team has received structured AI guidance in the past 12 months (training, workshop, or equivalent)

Score: __ / 5

Dimension 5 — Leadership Alignment

- Senior leadership in my organisation understands and supports AI adoption
- There is budget available for AI tools and/or AI training in the current financial year
- My organisation has a named person responsible for AI strategy or AI governance
- We have discussed AI at a strategic level — not just at the operational level
- We have defined what "successful AI adoption" looks like for our organisation in measurable terms

Score: __ / 5

Scoring Guide — What Your Results Mean

Total Score (out of 25)	Where You Are & What To Do Next
20–25 ✓	Strong AI readiness. You're in position to scale. Consider the AI Stack Implementation to build the complete governed system.
14–19 ⚡	Partial readiness. Clear gaps in 1–2 dimensions. The AI Security Sprint or Bootcamp will close them quickly.
8–13 △	Early stage. More gaps than strengths. The AI Advisory Bootcamp will give you the clarity and roadmap you need.
0–7 ✗	Starting fresh. That's completely fine. Everyone starts somewhere. The Bootcamp is your first step.

NEXT STEP

Take your score and schedule a free 30-minute AI Readiness Discovery Call at virtuousbizniz.com. We'll review your results together and I'll tell you exactly where to focus first — no obligation.