

Appendix A: AI Readiness Assessment

Use this worksheet to help evaluate your organization's foundational capacity before beginning an assessment of a specific AI tool.

Area	Question	Assessment (Low/Medium/High Readiness)	Notes / Action Items
1. Data Governance	Do we have clear, enforced policies for data quality, collection, storage, and sharing?		
	Is our data accurate for the intended AI application?		
2. Staff Capacity	How many FTE can be allocated to ongoing AI management and oversight?		
	Who will be responsible for tracking AI system performance over time?		
	Is there capacity to train staff on AI limitations and proper use?		
3. Technical Capacity	Do we have internal personnel with expertise to evaluate, implement, and monitor an AI system? If not, have we budgeted for external technical consultants?		
	Is our IT infrastructure sufficient to support the proposed AI system securely?		
4. Legal and Policy	Do we have an internal policy or legal framework governing AI use?		
	Have we consulted legal counsel on the constitutional and statutory implications of using AI?		

	Is there capacity for ongoing legal review during implementation, monitoring, and updates?		
5. Organizational Culture	Is there leadership buy-in for responsible AI adoption?		
	Have we trained relevant staff on AI literacy and critical thinking?		
	Are staff already using AI tools informally to address problems or handle tasks? Has the scope of informal AI use created risks (e.g., sensitive data entered into external tools, AI-generated content used without review) or benefits that should be addressed?		
6. Community Engagement	Do we have established channels for engaging with the community on AI-related issues? If not, how will we foster engagement and who is responsible?		
	Is there a foundation of trust with the communities we serve that would support AI adoption?		
7. Cumulative Review	After using this worksheet, assess your overall readiness to adopt the tool under consideration.		