

FREE TEMPLATE

CHISOKU LAB

# Team AI Readiness Assessment

*Assess your team before you adopt. Know what you're walking into.*

Team/Dept: \_\_\_\_\_

Manager: \_\_\_\_\_

Team Size: \_\_\_\_\_

Date: \_\_\_\_\_

Instructions: Score each statement 1–5. 1 = Strongly Disagree | 2 = Disagree | 3 = Neutral | 4 = Agree | 5 = Strongly Agree

## DIMENSION 1: Skills & Technical Readiness

My team can use at least one AI tool without training (ChatGPT, Claude, etc.)	_____	
Team members understand the difference between AI-generated and verified content.	_____	
At least one team member has hands-on workflow automation experience (n8n, Zapier, Make).	_____	
The team can evaluate AI output quality — they don't just accept what AI produces.	_____	
There is appetite to learn new tools — people are curious, not resistant.	_____	

Dimension Score: \_\_\_\_\_ / 25

## DIMENSION 2: Mindset & Culture

Statement	Score (1–5)	Notes
My team views AI as a tool to augment their work, not a threat to their role.	_____	
People feel psychologically safe to experiment and fail with new tools.	_____	
The team understands which decisions AI should NOT make on their behalf.	_____	
There is no 'we've always done it this way' resistance to new approaches.	_____	
Team members take ownership of AI outputs — they don't blame the tool for bad results.	_____	

Dimension Score: \_\_\_\_\_ / 25

## DIMENSION 3: Processes & Workflows

Statement	Score (1–5)	Notes
Our current workflows are documented — we know what we do before automating it.	_____	
We have identified at least 3 repetitive tasks that could be automated with AI.	_____	
Data quality in our team's systems is good enough to feed into AI tools reliably.	_____	
We have a clear owner for each process — someone who can drive AI adoption in that area.	_____	
We have capacity to run a 30-day pilot without disrupting core operations.	_____	

Dimension Score: \_\_\_\_\_ / 25

## DIMENSION 4: Governance & Safety

Statement	Score (1–5)	Notes
We have (or can create) a clear policy on what data can be inputted into AI tools.	_____	
The team knows not to enter sensitive customer/client data into public AI tools.	_____	
We have a way to review AI-generated content before it goes to stakeholders.	_____	
Leadership is supportive of AI adoption — there is top-down permission to experiment.	_____	
We have thought about what happens if a key AI tool goes offline or changes pricing.	_____	

Dimension Score: \_\_\_\_\_ / 25

## SCORING SUMMARY

1. Skills & Technical	25	_____	_____	
2. Mindset & Culture	25	_____	_____	
3. Processes & Workflows	25	_____	_____	
4. Governance & Safety	25	_____	_____	
<b>TOTAL</b>	<b>100</b>	_____	_____	

## INTERPRETING YOUR SCORE

<b>80–100</b>	<b>READY TO ADOPT</b>	Your team has strong foundations. Begin with a focused pilot on your highest-priority use case.
<b>60–79</b>	<b>MOSTLY READY</b>	Address your lowest-scoring dimension first. Run a smaller pilot with 2–3 team members before full rollout.

<b>40–59</b>	<b>NEEDS PREPARATION</b>	Invest in training and process documentation before adopting AI tools. 60–90 days of groundwork first.
<b>Below 40</b>	<b>NOT READY YET</b>	Foundational work required. Focus on culture, skills, and process documentation before any AI adoption.

## MY ACTION PLAN

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**Our overall readiness score: Our biggest gap:**

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**The AI use case we'll pilot first:**

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**The team member who will lead the pilot:**

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**3 things we'll do before starting the pilot (in order):**

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1.

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2.

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3.

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**Pilot start date: 30-day review date:**

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