



FREE TOOLKIT - 20-POINT CHECKLIST

AI Readiness Checklist

Twenty practical questions to find out whether your organisation is ready for AI — covering governance, the EU AI Act, ROI realism, data, skills and risk.

- UK SMEs
- Local Government
- Boards & Exec Teams

What you'll get

- A 20-question diagnostic across 5 readiness areas
- A simple scoring band: Reactive · Aware · Ready · Leading
- Clear next steps for each band, calibrated for UK SMEs and councils
- EU AI Act, UK GDPR and Public Sector Equality Duty considerations baked in

When you're ready to act on the results

Book a free 30-minute strategy call with Simon Steggles. No pitch, no slide deck — just practical advice for your organisation.

[Book free 30-min call !'](#)

[Call 07973 210 895](tel:07973210895)

How to use this checklist

Tick the boxes that are honestly true today. Count your ticks. Match your score to a readiness band on the final page.



1. Strategy & Leadership

- We have a written AI vision linked to a measurable business or service outcome.
- Someone at board or SLT level is accountable for AI decisions and risks.
- We can name the top three problems we want AI to solve in the next 12 months.
- We have ring-fenced budget for AI experiments — not just operational spend.

2. Governance & Compliance

- We have an AI acceptable-use policy that staff have read and signed.
- We have mapped which (if any) of our AI uses are high-risk under the EU AI Act.
- We carry out DPIAs whenever AI processes personal data.
- We have a clear human-in-the-loop step for any AI-driven decision affecting a person.



3. Data & Infrastructure

- We know where our most useful data sits and who owns it.
- Our data is good enough quality to train or prompt AI without embarrassing results.
- We have a way to keep sensitive data out of public AI tools.
- We can audit which AI tools have been given which data.

4. Skills & Culture

- Our staff have had at least basic AI literacy training in the past 12 months.
- Staff feel safe raising concerns about AI tools or outputs.
- We have at least one person internally who can challenge a vendor on AI claims.
- We share AI experiments and learnings across teams — not just inside IT.

5. Risk, ROI & Measurement

- We have a way to test for bias before an AI tool is deployed publicly.
- We have an exit plan if a vendor turns off, raises prices on, or breaches a tool.
- We measure ROI on AI projects against a pre-agreed baseline — not vibes.
- We have a process for shutting down AI projects that aren't working.

Score yourself

0–5

Reactive

AI is happening to you. Start with policy + literacy.

6–10

Aware

You know what AI is — now structure the response.

11–15

Ready

You're ready to scale safely. Pick one strategic use case.

16–20

Leading

You're ahead of most UK SMEs and councils. Stay there.

Want help acting on your score?

Book a free 30-minute call with Simon. He's worked with Worcestershire County Council, regional law firms, manufacturers and SMEs across the West Midlands — and will give you straight answers for your situation.

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