

AI Readiness Assessment

Organizational Toolkit

A practical framework for evaluating your organization's readiness to adopt and scale AI.

Use this toolkit to assess your teams, identify gaps, and build a focused AI training roadmap.

About This Toolkit

Artificial intelligence is transforming how organizations operate, compete, and deliver value. But successful AI adoption requires more than just purchasing tools — it demands organizational readiness across strategy, talent, infrastructure, governance, and culture.

This AI Readiness Assessment is designed as a practical toolkit for leaders who need to evaluate their organization's preparedness for AI adoption. Whether you're an IT director, PMO leader, L&D manager, or innovation lead, use this assessment to:

- Baseline your current state** across five critical AI readiness dimensions
- Identify specific gaps** that could slow or derail your AI initiatives
- Facilitate productive conversations** with leadership and stakeholders
- Prioritize training and investment** where it will have the greatest impact
- Build a focused roadmap** for AI capability development across your teams

How to Use This Assessment

This assessment can be completed individually by a leader evaluating their organization, or distributed to team members and stakeholders for a broader perspective. Each approach yields valuable insights:

Individual Assessment

Complete the assessment yourself based on your knowledge of the organization. Best for: getting a quick baseline, preparing for leadership conversations, scoping training needs.

Team-Wide Survey

Distribute to 5–15 stakeholders across relevant departments and aggregate results. Best for: building consensus, uncovering blind spots, gaining buy-in for AI initiatives.

Scoring Scale

Rate each statement on a scale of 1–5 based on where your organization stands today — not where you hope to be.

Rating	Label	What This Means
1	Strongly Disagree	This is not happening at all in our organization.
2	Disagree	Minimal activity or awareness in this area.
3	Neutral	Some progress, but inconsistent or informal.
4	Agree	Solid foundations in place with room to grow.
5	Strongly Agree	This is a well-established strength.

Section 1: Strategy & Vision

How clearly has your organization defined its AI direction and investment priorities?

1. Our organization has a documented AI strategy that is aligned with overall business objectives.

1	2	3	4	5
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Strongly Disagree Strongly Agree

2. Leadership actively champions AI initiatives and has allocated dedicated budget and resources.

1	2	3	4	5
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Strongly Disagree Strongly Agree

3. We have identified specific, measurable use cases where AI can deliver tangible business value.

1	2	3	4	5
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Strongly Disagree Strongly Agree

4. Our AI strategy includes a clear timeline with defined milestones and success metrics.

1	2	3	4	5
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Strongly Disagree Strongly Agree

Strategy & Vision Score: Add ratings for questions above, divide by 4 = _____ / 5.0

Section 2: People & Skills

How prepared is your workforce to understand, adopt, and effectively work with AI?

5. Team members understand what AI can and cannot do within the context of their specific roles.

1	2	3	4	5
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Strongly Disagree Strongly Agree

6. We have a structured training plan to upskill employees on AI tools, concepts, and best practices.

1	2	3	4	5
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Strongly Disagree Strongly Agree

7. Our organization has access to sufficient AI expertise (internal staff or external partners) for implementation.

1	2	3	4	5
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Strongly Disagree Strongly Agree

8. Employees are enthusiastic and genuinely open to adopting AI-powered tools in their daily workflows.

1	2	3	4	5
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Strongly Disagree Strongly Agree

People & Skills Score:

Add ratings for questions above, divide by 4 = _____ / 5.0

Section 3: Data & Infrastructure

Is your technical foundation ready to support AI adoption and scaling?

9. Our data is well-organized, accessible, and of sufficient quality to support AI-driven initiatives.

1	2	3	4	5
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Strongly Disagree Strongly Agree

10. We have the IT infrastructure (cloud platforms, compute resources, integrations) needed for AI tools.

1	2	3	4	5
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Strongly Disagree Strongly Agree

11. Our existing systems and platforms can integrate with modern AI tools, APIs, and services.

1	2	3	4	5
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Strongly Disagree Strongly Agree

12. We have established processes for data governance, including quality standards and access controls.

1	2	3	4	5
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Strongly Disagree Strongly Agree

Data & Infrastructure Score: Add ratings for questions above, divide by 4 = _____ / 5.0

Section 4: Governance & Ethics

How well is your organization managing AI-related risk, compliance, and ethical considerations?

13. We have clear policies governing how AI tools can and cannot be used within the organization.

1	2	3	4	5
Strongly Disagree			Strongly Agree	

14. Data privacy, security, and regulatory compliance requirements for AI have been thoroughly considered.

1	2	3	4	5
Strongly Disagree			Strongly Agree	

15. There is a defined process for evaluating, piloting, and approving new AI tools before deployment.

1	2	3	4	5
Strongly Disagree			Strongly Agree	

16. We have established guidelines for responsible AI use, including bias mitigation and transparency.

1	2	3	4	5
Strongly Disagree			Strongly Agree	

Governance & Ethics
Score:

Add ratings for questions above, divide by 4 = _____ / 5.0

Section 5: Culture & Change Readiness

Is your organization's culture equipped to embrace the changes AI will bring?

17. Our organizational culture actively encourages experimentation and treats failure as a learning opportunity.

1	2	3	4	5
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Strongly Disagree Strongly Agree

18. Change management is a core organizational competency — we handle major transitions effectively.

1	2	3	4	5
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Strongly Disagree Strongly Agree

19. Cross-functional collaboration happens naturally and effectively across departments and teams.

1	2	3	4	5
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Strongly Disagree Strongly Agree

20. Leadership consistently communicates a compelling vision for how AI will benefit (not replace) our people.

1	2	3	4	5
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Strongly Disagree Strongly Agree

Culture & Change Readiness Score:

Add ratings for questions above, divide by 4 = _____ / 5.0

Scoring Summary

Transfer your dimension scores below and calculate your overall AI Readiness Score.

Dimension	Your Score
1. Strategy & Vision	_____ / 5.0
2. People & Skills	_____ / 5.0
3. Data & Infrastructure	_____ / 5.0
4. Governance & Ethics	_____ / 5.0
5. Culture & Change Readiness	_____ / 5.0
Overall AI Readiness Score	_____ / 5.0

Interpreting Your Results

Score Range	Maturity Level	What This Means
1.0 – 1.9	Exploring	Early stages. Significant opportunity to build a strong foundation before investing in platforms and tools.
2.0 – 2.9	Emerging	The AI conversation has started, but critical gaps remain. Addressing these now prevents costly missteps at scale.
3.0 – 3.5	Developing	Foundations are in place. Focused effort in weaker dimensions will accelerate maturity significantly.

Score Range	Maturity Level	What This Means
3.6 – 4.5	Advanced	Strong readiness across most dimensions. Well-positioned to move from strategy to execution.
4.6 – 5.0	Leading	At the forefront of AI adoption. Focus on scaling, innovation, and developing internal AI champions.

Reflection & Action Planning

Use the prompts below to translate your assessment results into a concrete action plan.

Strongest Dimension

Which dimension scored highest? How can you leverage this strength to accelerate progress in weaker areas?

Biggest Opportunity

Which dimension scored lowest? What are the 2–3 specific actions that would have the greatest impact?

Quick Wins & Training Priorities

What improvements could be implemented within 30 days? Where are the most critical skill gaps, and which teams need upskilling first?

90-Day Milestones

What three measurable outcomes would demonstrate meaningful AI readiness progress in 90 days? Who needs to be aligned?

Ready to Close the Gaps?

SoftEd helps organizations like yours move from AI awareness to AI action. Our expert-led training programs are built for the real challenges your teams face — practical, hands-on, and immediately applicable.

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