

AI Readiness Assessment

John Moran¹ and Amanda McCarty²

July 2026

Introduction: An artificial intelligence (AI) readiness assessment is conducted by an organization to determine where it is starting from in its AI journey. It helps establish the baseline to determine what actions to take and their potential impact on the organization and can help ensure that the organization has key AI elements in place to successfully implement AI across the organization.

The key elements of AI readiness include leadership commitment, defined strategy, defined policy, people readiness, infrastructure readiness, and monitoring and policy implementation. Together, these foundational components support successful and responsible AI implementation.

Key Elements:

1. **Leadership Commitment:** Leadership understands AI concepts, dedicates resources, communicates transparently, sets clear priorities, and actively manages change to support the safe use of AI within the organization.
2. **Defined Strategy:** The organization has a clearly defined strategic goal outlining how AI will be introduced and used.
3. **Defined Policy:** The organization has developed an AI usage policy that defines accountability, responsibility, approved software, and transparency in AI use.
4. **People Readiness:** The organization enables and develops its workforce by providing reliable AI work processes, supportive work settings, and the necessary resources and training.
5. **Infrastructure Readiness:** The organization has the necessary infrastructure (hardware, software, and bandwidth) to roll out AI to appropriate units.
6. **Monitoring & Policy Implementation:** The organization monitors AI usage and the implementation of its AI policy.

Process for Scoring:

Appoint a small team to complete the readiness assessment for using AI in team and individual problem solving. The team will review each of the six key elements and respond to a corresponding statement using the following Likert scale:

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

Each key element is written as a statement describing the organization's readiness. The team should discuss each statement, consider available evidence and experience, and agree on a

¹ Senior AI and Quality Advisor, Public Health Foundation

² Performance Improvement Specialist, Public Health Foundation

single rating. Responses can be converted to numerical values (e.g., 1–5) to support scoring and visualization. The Public Health Foundation’s AI Readiness Assessment Scoring and Planning spreadsheet accompanying this paper can be used for scoring, visualization, and capturing AI action items and strategies.

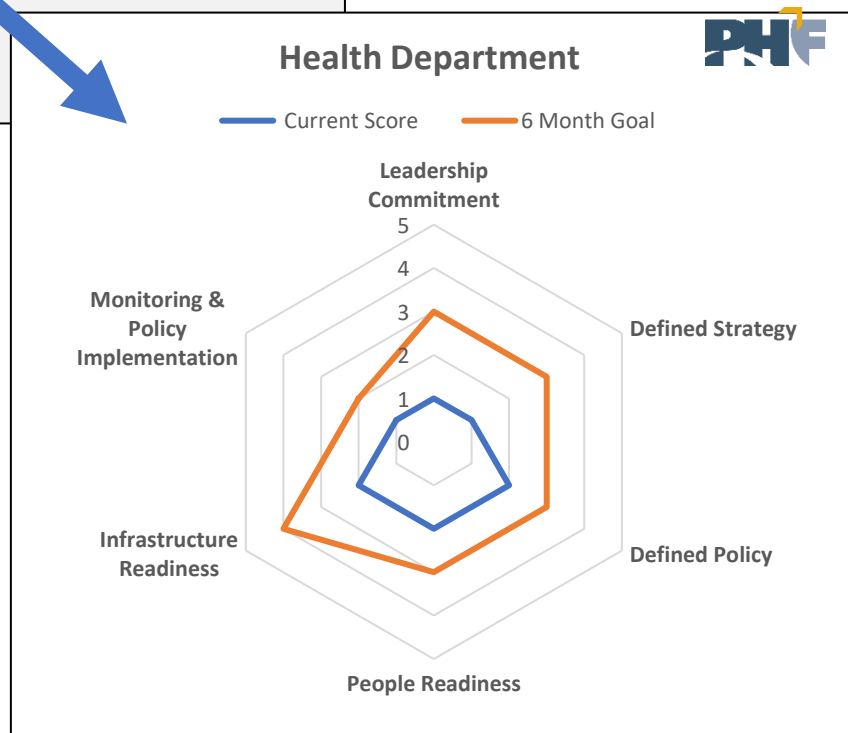
Action Planning:

Once each of the key elements has been scored and entered in the spreadsheet, as shown in Figure 1, the scores will be plotted on the radar chart shown in Figure 2. Then review the scores and determine where the organization would like to be in six months by assigning scores for each key element in the six-month goal column. These scores also will be plotted on the radar chart after entering the scores in the spreadsheet.

AI Readiness Assessment Scoring Summary		
Example:		
Key Elements of AI Readiness	Current Score	6 Month Goal
Leadership Commitment	1	3
Defined Strategy	1	3
Defined Policy	2	3
People Readiness	2	3
Infrastructure Readiness	2	4
Monitoring & Policy Implementation	1	2
Delete the scores above and enter yours		
The team will review each of the six key elements of AI readiness and select a response based on team consensus using the Likert scale below. Responses are then converted to numerical values for scoring and visualization on the radar chart.		
1. Strongly Disagree		
2. Disagree		
3. Neutral		
4. Agree		
5. Strongly Agree		

Figure 1

Figure 2



With AI and its uses rapidly evolving, AI readiness is a moving target. We recommend reassessing readiness and actions in six-month intervals. Be realistic about what you can accomplish in that timeframe.

The AI Readiness Assessment Scoring and Planning spreadsheet provided with this paper was designed to assist you in capturing current scores and six-month improvement goals for each key element. The spreadsheet also contains a tab that can be used to capture action items for each key element and how soon actions can be accomplished and implemented, as shown in Figure 3.

Figure 3

 AI Action Plan Matrix				
Key Elements of AI Readiness	Six Month Intervals			
	July - December	January - June	July - December	January - June
Leadership Commitment				
Defined Strategy				
Defined Policy				
People Readiness				
Infrastructure Readiness				
Monitoring & Policy Implementation				