

AI Policy Readiness Assessment

10 Questions Your Leadership Team Needs to Answer Before You Write a Word

Most AI policies fail before they're written. Not because the language is wrong, but because the governance decisions were never made. This assessment surfaces the decisions your leadership team must make before policy development begins. Use it individually, or bring it to a leadership meeting.

How to use this: Check each question your team can answer confidently and completely. Every unchecked box is a governance gap, and a gap in your policy before it is written.

AUTHORITY: Who is accountable for AI decisions?

- 1. Who has final authority over AI use in your organization?
- 2. Who is authorized to approve new AI tools before they enter your workflows?
- 3. Who is responsible when AI-assisted output contains an error?

RISK: What data and information can enter an AI system?

- 4. What data must never enter an AI system?
- 5. Where is AI use permitted in your workflows, and where is human judgment required?

VERIFICATION: How is AI-assisted work reviewed before it is used?

- 6. What verification is required before AI-assisted output becomes binding?
- 7. Is there a documented process for flagging and correcting AI-assisted errors?

COMPLIANCE: Has your organization kept pace with its obligations?

- 8. Do you know where your employees are already using AI?
- 9. Have you mapped your AI governance decisions to your industry's regulatory and ethical obligations?
- 10. Does your professional liability coverage address AI-assisted work product?

What your score means:

Already have an AI policy? Use this assessment as a diagnostic tool. Any question you cannot answer with confidence is a gap in your current policy. Contact AI Efficiency Labs to discuss a policy audit.

8-10	Your governance foundation is solid. Work with your leadership team to confirm the remaining answers, then policy development can begin in earnest.
5-7	You have a starting point, but significant gaps remain. Governance decisions must be made before policy language is written.
0-4	Your organization has meaningful exposure. A downloaded template or rushed draft will not do the job. It is time for a governance strategy session.

Those gaps will not close themselves.

A governance strategy session with AI Efficiency Labs moves your leadership team from uncertainty to defined authority, clear boundaries, and a policy foundation that holds up.

Start the conversation: kathy@aiEfficiencyLabs.ai