



AI Leadership Readiness Checklist



Strategy Alignment

- ☐ Is there a clear vision for how AI supports organizational goals?
- ☐ Have specific business outcomes been identified that AI initiatives should achieve?
- ☐ Are AI projects aligned with broader digital transformation strategies?
- ☐ Has leadership defined success metrics for AI adoption and impact?
- ☐ Is there a roadmap for integrating AI into existing processes and systems?

Trust and Communication Readiness

- ☐ Has leadership established transparent communication about AI's role and limitations?
- ☐ Are employees informed about how AI will affect their work and responsibilities?
- ☐ Is there a plan to address ethical concerns and potential biases in AI systems?
- ☐ Are stakeholders engaged in open dialogue about AI opportunities and risks?
- ☐ Has leadership built trust by demonstrating accountability for AI-driven decisions?

Leadership Modeling Behaviors

- ☐ Do leaders actively demonstrate openness to learning about AI?
- ☐ Are leaders modeling responsible use of AI in their own decision-making?
- ☐ Is there visible support from leadership for experimentation and innovation with AI?
- ☐ Do leaders encourage cross-functional collaboration around AI initiatives?
- ☐ Are leaders reinforcing a culture of adaptability and continuous improvement?

Scaling and Governance Guardrails

- ☐ Is there a governance framework in place for AI adoption and scaling?
- ☐ Have clear policies been established for data privacy, security, and compliance?
- ☐ Are there defined processes for monitoring AI performance and outcomes?
- ☐ Is there a mechanism for addressing unintended consequences of AI use?
- ☐ Has leadership ensured resources and structures are in place to scale AI responsibly?

This checklist can be used to assess readiness, identify gaps, and guide strategic actions for responsible and effective AI adoption.