

The Responsible AI Readiness Checklist

Six questions. One clearer starting point.

For educators, business owners, and organizational leaders.

BEFORE YOU SELECT THE TOOL

Assess whether your people, processes, and safeguards are ready to support intentional, responsible AI implementation.

HOW TO USE THIS CHECKLIST

- 01 Rate each statement from 0 to 3 using the evidence you have today.
- 02 Add your six scores for a total out of 18.
- 03 Review your result and select one practical next step.

IMPORTANT

This is a reflection tool, not a validated diagnostic, compliance audit, security assessment, or certification of AI readiness.

YOUR READINESS ASSESSMENT

Where does your organization stand?

Rate each statement based on documented practices, not intentions.

0 Not in place 1 Beginning 2 Partially established 3 Consistently in place

01

Purpose & Priorities

We have identified specific problems or opportunities AI should address, with clear goals for success.

SCORE: ☐ 0 ☐ 1 ☐ 2 ☐ 3

02

Governance & Expectations

We have defined acceptable use, decision ownership, human review, and how concerns are escalated.

SCORE: ☐ 0 ☐ 1 ☐ 2 ☐ 3

03

Privacy & Security

We assess data sensitivity, approved tools, access permissions, and vendor safeguards before sharing information.

SCORE: ☐ 0 ☐ 1 ☐ 2 ☐ 3

04

People & Professional Learning

Our team understands relevant AI capabilities, limitations, risks, and responsible-use expectations.

SCORE: ☐ 0 ☐ 1 ☐ 2 ☐ 3

05

Workflow & Implementation

We document existing processes and test AI on a limited, reviewable task before expanding its use.

SCORE: ☐ 0 ☐ 1 ☐ 2 ☐ 3

06

Measurement & Improvement

We track accuracy, time, quality, risk, and user feedback; we revise or stop processes that do not work.

SCORE: ☐ 0 ☐ 1 ☐ 2 ☐ 3

TOTAL SCORE _____ / 18

INTERPRET YOUR SCORE

From readiness to responsible action

Use the score to guide discussion, not to label your organization.

0–5

FOUNDATION FIRST

Clarify your purpose, owners, and basic safeguards before piloting AI.

6–11

BUILDING READINESS

Close key gaps, train your team, and select a bounded pilot with review.

12–15

PILOT WITH OVERSIGHT

Test a narrow workflow, document outcomes, and improve safeguards.

16–18

REVIEW & SCALE CAREFULLY

Reassess risks, verify results, and expand only where value is proven.

A CRITICAL SAFEGUARD

A high score does not override a privacy, security, legal, or safety concern.

Address consequential gaps before exposing real people or sensitive data.

YOUR NEXT PRACTICAL STEP

One priority to strengthen: _____

One action to take in the next 30 days: _____

Owner / review date: _____

Explore responsible AI readiness and implementation: www.drjhampton.com