

**The AI Readiness Checklist (Quick Scan):** A foundational audit tool to assess AI readiness and establish a strong governance baseline.

---

**Instructions:** Use these questions to facilitate a structured discussion with the client's project sponsor, IT, and legal/compliance leads.

### **Category 1: Data & Privacy**

- Data Handling:** What types of data (e.g., public, internal, confidential, PII) will the AI agents interact with?
- Data Residency:** Are there specific legal or company requirements for where this data must be stored and processed (e.g., within the EU for GDPR)?
- PII/PHI Safeguards:** If sensitive data is in scope, what specific technical measures (e.g., masking, redaction) and process controls (e.g., human review) are required?

### **Category 2: Access, Usage & Transparency**

- Access Control:** Have user roles and permissions been formally defined? How will you ensure only authorized personnel have access to specific agents or data?
- AI Usage Policy:** Does a formal AI Usage Policy exist? If not, who is responsible for drafting and approving it? (See [Part 5.O](#) for template).
- Transparency:** How will the organization communicate to employees and/or customers when they are interacting with an AI versus a human?

### **Category 3: Oversight & Accountability**

- Governance Ownership:** Is there a designated individual, committee, or Center of Excellence (CoE) responsible for ongoing AI governance? (See [Part 5.N](#) for charter template).
- Human-in-the-Loop:** Have clear review and escalation procedures been defined for high-stakes or sensitive agent outputs? Who is the designated human reviewer for each process?
- Incident Management:** Is there a documented plan for managing and responding to incidents, such as an agent producing a significant factual error or a data privacy issue? Who is the primary point of contact