

Score your own *AI readiness*.

Six areas, five statements each. Tick only what is true today, not what is planned. Thirty is the top score and almost nobody starts near it. Twenty minutes, honestly done, is worth more than a workshop.

HOW TO SCORE IT

One point per tick. A statement is true only if you could show someone the evidence in five minutes. "We talked about it" is not a tick. Do it on your own first, then give a blank copy to whoever runs the day to day and compare. The gap between the two scores is usually the most useful thing on the page.

01 Rules and ownership / 5

- ☐ There is a written AI rule, one page, that staff have actually seen
- ☐ One named person owns it and approves new tools
- ☐ Everyone was told out loud, then in writing
- ☐ There is a published list of approved tools
- ☐ The rule says personal AI accounts are not for work

02 Data protection / 5

- ☐ There is a never paste list and staff can name three things on it
- ☐ Model training is off on every approved tool, and someone checked
- ☐ You know what to do if personal data goes in by mistake
- ☐ Suppliers have been asked in writing what AI they have added
- ☐ The privacy notice matches what actually happens

03 Tools and money / 5

- ☐ You can list every AI subscription the business pays for
- ☐ You know who logged in last month and who did not
- ☐ Nobody is expensing a personal AI subscription
- ☐ Subscriptions are reviewed at least every three months
- ☐ You could cancel one tomorrow without breaking a process

04 Where it is actually used / 5

- ☐ The ten most repetitive admin jobs are written down
- ☐ At least one of them was timed before anything changed
- ☐ One job has been run with AI for two weeks or more
- ☐ Success was defined as a number and a date
- ☐ Somebody can say what it saved, with a figure

05 Checking the work / 5

- ☐ A named human signs off anything with a price or a promise in it
- ☐ Numbers, names and dates are checked against the source
- ☐ No decision about a person is made by AI alone
- ☐ There is a record of where AI was used, even a spreadsheet column
- ☐ Something AI produced has been rejected in the last three months

06 People and skill / 5

- ☐ Staff had half an hour of training on their own real work
- ☐ There is a champion per site or per shift
- ☐ People ask questions openly rather than hiding what they use
- ☐ Someone has written down what actually worked
- ☐ The business has said out loud what this means for jobs

Add it up. Then do the *next* thing.

AREA	SCORE	WEAKEST STATEMENT IN IT	OWNER
01 Rules and ownership			
02 Data protection			
03 Tools and money			
04 Where it is actually used			
05 Checking the work			
06 People and skill			
TOTAL OUT OF 30			

What your score means

0 TO 8 · EXPOSED

AI is already in your business. Your business is not in charge of it. Nothing here needs a budget. Write the one page rule, name an owner, publish a never paste list. A fortnight of evenings closes most of this gap.

9 TO 15 · INFORMAL

It works because of two or three individuals rather than anything you have built. If one of them left tomorrow you would lose the lot. Write down what they do, then check the training settings and the supplier position.

16 TO 22 · CONTROLLED

The rules exist and they hold. The gap now is proof. Pick one job, time it properly, and put a number against it. Without that, the next budget conversation is a matter of opinion.

23 TO 30 · DELIBERATE

You are running it rather than reacting to it. The risk from here is drift. Keep the quarterly review in the diary and treat every new tool as a decision, not a trial.

The three things you will do about it

Pick from your two lowest areas. Put a name and a date against each, or it will not happen.

01 · WHAT / WHO / BY WHEN

02 · WHAT / WHO / BY WHEN

03 · WHAT / WHO / BY WHEN

Score it again

SCORED TODAY

SCORE AGAIN ON

Three months is the right gap. Any sooner and nothing has changed, any later and you have stopped caring.

ONE HONEST WARNING

A high score is not a claim that your AI use is lawful or safe. It means you have the basics in place to find out. If you handle health, children's or financial data, get the specific advice your sector needs.