

THE SMALL BUSINESS AI READINESS CHECKLIST

25-Point Assessment to Determine Your Business AI Implementation Readiness

TECHNOLOGY INFRASTRUCTURE ASSESSMENT (6 points)

- Modern cloud-based software systems (CRM, ERP, accounting)
- Reliable internet connectivity (minimum 25 Mbps)
- Regular software updates and security patches
- API integration capabilities with existing tools
- Data backup and recovery systems in place
- Mobile device management for remote work

SCORE: ____/6

DATA READINESS EVALUATION (5 points)

- Clean, organized customer and business data
- Consistent data formats across all systems
- Data governance policies and procedures
- Regular data quality audits and cleanup
- GDPR/compliance-ready data handling

SCORE: ____/5

TEAM SKILLS GAP ANALYSIS (7 points)

- Basic digital literacy across all staff
- At least one tech-savvy team member
- Willingness to learn new tools and processes
- Project management experience
- Change management capabilities
- Data analysis skills (basic Excel/reporting)
- Customer service automation readiness

SCORE: ____/7

BUDGET PLANNING FRAMEWORK (4 points)

- Dedicated AI implementation budget (K-0K+)
- Understanding of ongoing costs (subscriptions, training)
- ROI measurement framework in place
- Executive commitment to 6-12 month timeline

SCORE: ____/4