

THE SMALL BUSINESS AI READINESS CHECKLIST

25-Point Assessment to Determine Your Business AI Implementation Readiness

TECHNOLOGY INFRASTRUCTURE ASSESSMENT (6 points)

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

SCORE: ___/6

DATA READINESS EVALUATION (5 points)

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

SCORE: ___/5

TEAM SKILLS GAP ANALYSIS (7 points)

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

SCORE: ___/7

BUDGET PLANNING FRAMEWORK (4 points)

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

SCORE: ___/4