

# Enterprise AI Readiness Checklist

Twenty-five questions every regulated enterprise should answer before scaling AI into production. If you can't check 18+ today, you're not ready for Copilot rollout — and that's exactly what our 90-day program fixes.

## 1. Governance & Policy

- Written AI acceptable-use policy approved by Legal and HR
- Named AI accountable executive (not just a steering committee)
- Documented AI risk tiering framework (low / medium / high / prohibited)
- Board or audit committee briefed on AI exposure in the last 6 months
- Vendor AI usage disclosed in third-party risk reviews

## 2. Data & Security Guardrails

- Data classification scheme exists and is enforced in M365 / Google Workspace
- Sensitivity labels block Copilot from indexing regulated data (PII, PHI, PCI)
- DLP policies tested against the top 5 prompt-exfiltration patterns
- Customer / proprietary data excluded from public LLM training by contract
- Logging & audit trail for all enterprise AI prompts retained 12+ months

## 3. Identity, Access & Licensing

- Copilot licenses scoped by role, not blanket-deployed
- Conditional access policies require MFA + compliant device for AI tools
- Service accounts and agentic tools follow least-privilege principle
- Shadow-AI inventory completed in the last 90 days

## 4. Use-Case Pipeline

- 3+ candidate use cases scored on value, feasibility, and risk
- Each use case has a named business owner with success KPIs
- ROI model exists (cost saved, revenue enabled, or risk reduced — in dollars)
- Human-in-the-loop checkpoints defined for any customer-facing AI output

## 5. Talent & Change Management

- Role-based AI training delivered to all licensed users (not just IT)
- Champions network identified in every business unit

- Performance review criteria updated to recognize AI-augmented work
- Communication plan for layoff / role-change anxiety published

## 6. Production Readiness

- Model evaluation harness in place (accuracy, bias, hallucination rates)
- Incident response runbook covers AI-specific failure modes
- Rollback plan tested for every production AI workflow
- Quarterly post-deployment review cadence on the calendar

**Score: 18–25 checked → ready to scope a production rollout.**

**Score: 10–17 → ideal candidate for our 90-day AI Operating System.**

**Score: under 10 → start with a governance & guardrails sprint first.**

**Book a 30-minute working session with a senior architect → [digitalmadez.com/contact](https://digitalmadez.com/contact)**