

Arx Certa

Expert UK Cloud, Infrastructure & AI

AI READINESS · LEAD MAGNET

Business AI Readiness Checklist

30 things UK businesses should be able to tick off before scaling AI use.

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Scorecard companion: arxcerta.com/ai-readiness-scorecard

Why this checklist exists

Most AI conversations inside a business start with a vendor pitch and end with a board paper that nobody is ready to sign off. This checklist is the conversation that should happen first — a one-page sweep of the thirty things that decide whether your AI investment lands or stalls.

Tick what you can. For everything you can't, you've just identified the work that needs to happen before the vendor demo, not after it. For a weighted, dimensioned version of this exercise — with a numeric score and a 30-day action plan tailored to your specific gaps — take the 4-minute AI Readiness Scorecard at arxcerta.com/ai-readiness-scorecard.

How to read this. Each section maps to one of the five dimensions in the Arx Certa AI Readiness Scorecard: Governance, Data, Infrastructure, Security, and Use case. Six items each, 30 total. A maturity signal — not a pass/fail.

Governance

- We have a written AI usage policy.
- Every staff member has read and acknowledged it.
- We review it on a schedule (at least annually).
- We have completed a DPIA for any AI tool processing personal data.
- We have a process for approving new AI tools before they're used.
- We have an accountable owner for AI within the organisation.

Data

- We know where the data our AI tools would use actually lives.
- That data is reasonably clean and consistent.
- We can connect to that data via APIs where needed.
- We have a retention policy that applies to AI use.
- We can audit which records have been used by AI tools.
- We've classified our data by sensitivity.

Infrastructure

- We have a modern cloud architecture with proper IAM.
- Our core systems can be integrated via APIs.
- We have observability and alerting on production systems.
- Our network is segmented appropriately.
- We can scale capacity quickly when needed.
- We have disaster recovery for systems AI would depend on.

Security

- MFA is enforced on every account.
- We use SSO with role-based access control.
- We log AI tool usage and can produce an audit trail.
- We have a process for offboarding access immediately.
- Public AI tools are blocked or restricted at the network level.
- We've reviewed third-party AI vendor data agreements.

Use case

- We have 2–3 specific AI use cases, each with a named owner.
- Each use case is tied to a measurable business outcome.

- Leadership has approved a budget for AI work.
- We have someone accountable for AI in our leadership team.
- We've sequenced our use cases — not running them all at once.
- We've decided what to build, buy, or partner on for each.

What to do with this

Tick what you can. For everything else, take the 4-minute scorecard. You'll get a quantified score, a readiness band, and a 30-day action plan tailored to your specific gaps.

Want a score, not just a checklist?

The 4-minute scorecard turns this checklist into a weighted score across 5 dimensions, a readiness band, and a personalised 30-day action plan you can take to your leadership team.

Take the scorecard → arxcerta.com/ai-readiness-scorecard

About Arx Certa — a UK consultancy delivering Cloud, Database, AI, and Cybersecurity engagements for businesses scaling beyond their current operating model. We work with leadership teams to turn AI investment into measurable, governed outcomes.