

ALCI SOLUTIONS • AI READINESS ASSESSMENT

FREE ORGANIZATIONAL SELF-ASSESSMENT

# Is Your Organization *AI-Ready?*

---

The ALCI AI Readiness Scorecard helps government agencies, businesses, and nonprofits identify where they stand today — and what steps to take next — before investing in artificial intelligence.

COMPLETE THIS ASSESSMENT • SCORE YOUR RESULTS • BOOK YOUR CONSULTATION

BEFORE YOU BEGIN

# How to Use This Scorecard

This scorecard covers five critical areas of AI readiness: Leadership & Strategy, Data & Infrastructure, Workforce & Culture, Processes & Operations, and Risk & Compliance. Each area contains two questions with three response options worth 1, 2, or 3 points each.

Answer honestly based on where your organization stands *today* — not where you hope to be. There are no wrong answers, only clarity.

## HOW TO COMPLETE

- Read each question and circle or check the response that best describes your organization.
- Record your point value for each question in the score box at the bottom of each section.
- Transfer your section scores to the Results Tally on the final page.
- Add your total score and find your AI Readiness Level below.

SCORING GUIDE

**10-16**

EARLY STAGE

Foundational work needed before AI investment

**17-23**

DEVELOPING

Building blocks in place — strategic gaps to address

**24-30**

AI-READY

Strong foundation — ready to implement strategically

# 1

## ASSESSMENT AREA ONE

# Leadership & Strategy

Does your organization have the vision and commitment to lead an AI initiative?

### Q1. How would you describe your organization's current AI strategy?

We have no formal AI strategy or plan (1 pt)

We are exploring AI but have no documented plan yet (2 pts)

We have a documented AI strategy with defined goals (3 pts)

*Consider whether AI goals are tied to your mission, budget cycle, or strategic plan.*

### Q2. How engaged is senior leadership in AI initiatives?

Leadership is unaware of or disengaged from AI topics (1 pt)

Some leaders are interested but there is no unified commitment (2 pts)

Senior leadership actively champions AI and has allocated resources (3 pts)

*Think about budget approvals, executive sponsorship, and board-level awareness.*

SECTION 1 SCORE

\_\_\_\_ / 6  
pts

# 2

## ASSESSMENT AREA TWO

# Data & Infrastructure

Is your data and technology infrastructure ready to support AI solutions?

### Q3. How would you describe the quality and accessibility of your organization's data?

- Data is siloed, inconsistent, or largely inaccessible (1 pt)
- Some data is organized but quality and access are inconsistent (2 pts)
- Data is centralized, clean, and accessible across departments (3 pts)

*AI systems are only as good as the data they are trained on. Data quality is foundational.*

### Q4. How current and scalable is your existing IT infrastructure?

- Legacy systems with limited integration or cloud capability (1 pt)
- Mix of legacy and modern systems — partial cloud adoption (2 pts)
- Modern, cloud-ready infrastructure with strong integration capability (3 pts)

*Consider your current cloud usage, API capabilities, and system interoperability.*

SECTION 2 SCORE

\_\_\_\_\_ / 6  
pts

# 3

## ASSESSMENT AREA THREE

### Workforce & Culture

Does your team have the skills and mindset to adopt and sustain AI?

#### Q5. How AI-literate is your current workforce?

- Most staff have little to no familiarity with AI tools or concepts (1 pt)
- Some staff use AI tools informally but training is not structured (2 pts)
- Structured AI training exists and staff actively use AI-enabled tools (3 pts)

*Include both technical staff and end-users when assessing literacy levels.*

#### Q6. How would you describe your organization's culture toward technology change?

- Change is typically resisted — new technology adoption is slow (1 pt)
- Mixed reception — some champions but significant hesitation (2 pts)
- Change is embraced — staff and leadership actively pursue innovation (3 pts)

*Culture is often the greatest barrier to successful AI adoption — be candid here.*

SECTION 3 SCORE

\_\_\_\_\_ / 6  
pts

# 4

## ASSESSMENT AREA FOUR

# Processes & Operations

Are your workflows and operations structured enough to benefit from AI automation?

### Q7. How well-documented and standardized are your core operational processes?

- Processes are largely informal or undocumented (1 pt)
- Key processes are documented but inconsistently followed (2 pts)
- Processes are well-documented, standardized, and consistently applied (3 pts)

*AI automation works best with repeatable, well-defined processes. Inconsistent processes multiply AI errors.*

### Q8. To what extent are you currently using automation or digital tools to streamline operations?

- Most work is manual — limited use of digital workflow tools (1 pt)
- Some automation in place but significant manual processes remain (2 pts)
- Automation is widely used — operations are largely digitized (3 pts)

*Think about tools like CRM, ERP, workflow management, or RPA in current use.*

SECTION 4 SCORE

\_\_\_\_\_ / 6  
pts

# 5

## ASSESSMENT AREA FIVE

# Risk & Compliance

Is your organization prepared to govern AI ethically, securely, and in compliance with regulations?

### Q9. How prepared is your organization to manage AI-related risks (bias, security, privacy)?

- We have not considered AI-specific risks or governance (1 pt)
- We are aware of AI risks but have no formal governance framework (2 pts)
- We have or are actively building an AI governance and risk framework (3 pts)

*Government and regulated industries face heightened accountability — governance is non-negotiable.*

### Q10. How well does your organization understand the regulatory requirements that apply to AI use in your sector?

- We are unfamiliar with applicable AI regulations or mandates (1 pt)
- We have a general awareness but have not conducted a formal review (2 pts)
- We have reviewed applicable regulations and have a compliance plan (3 pts)

*Consider federal mandates, sector-specific regulations, data privacy laws, and procurement rules.*

SECTION 5 SCORE

\_\_\_\_\_ / 6  
pts

YOUR RESULTS

# AI Readiness Score Tally

Transfer your section scores below, then add them to find your total AI Readiness Score.

ASSESSMENT AREA	MAX POINTS	YOUR SCORE
1. Leadership & Strategy	6	_____
2. Data & Infrastructure	6	_____
3. Workforce & Culture	6	_____
4. Processes & Operations	6	_____
5. Risk & Compliance	6	_____
<b>TOTAL AI READINESS SCORE</b>	<b>30</b>	_____

WHAT YOUR SCORE MEANS

**10-16**  
EARLY  
STAGE

Your organization has foundational work to complete before AI investment will be effective. Focus on data quality, leadership alignment, and process documentation first. ALCI Solutions can help you build a strategic roadmap that sets you up for success.

**17-23**  
DEVELOPING

You have real building blocks in place — but strategic gaps in one or more areas could undermine your AI investment. A targeted readiness plan will help you close those gaps efficiently and confidently before moving forward.

**24-30**  
AI-  
READY

Strong foundation. You are well-positioned to implement AI strategically. The next step is identifying the right use cases, selecting the right solutions, and establishing governance to protect your investment and your stakeholders.

# Ready to Turn Your Score Into a *Strategy*?

No matter where you scored, ALCI Solutions has helped organizations at every stage of the AI readiness journey — from building the foundation to deploying strategic solutions. Let us help you move forward with clarity and confidence.

- 1 Book a Free AI Readiness Consultation.** A 30-minute conversation with Coach Kia Joy to review your score, identify your top priorities, and explore how ALCI Solutions can support your goals.
- 2 Receive a Custom Roadmap.** Based on your assessment, we will outline a practical, phased approach to AI readiness tailored to your organization's size, sector, and budget.
- 3 Move Forward with Confidence.** Whether you need IT modernization, AI strategy development, or full implementation support — ALCI Solutions is with you every step of the way.

#### CONTACT ALCI SOLUTIONS

Web [alcsolutions.com](https://alcsolutions.com)

Email [info@alcsolutions.com](mailto:info@alcsolutions.com)

Phone 301.358.2300

Location Bowie, Maryland