

● Sample report for Example Organisation Ltd

AI Readiness Assessment

Where you stand, what to do first, and the route from here: scored across five dimensions, with priorities and an 18-month roadmap.



"You can't navigate the journey if you don't know where you're starting from."

Prepared for
Example Organisation Ltd
a fictional organisation

Prepared by
AI Assist
part of Cloud Assist Group

Date
October 2026
sample edition

Engagement
AI Readiness Assessment
4 to 6 weeks

About this sample. This is what the final report from an AI Readiness Assessment looks like. Example Organisation Ltd is fictional: a UK employer of about 2,400 people across six UK sites, with a small team in Dublin. Its people, scores and findings are invented to show the format. A real report is built from your own interviews, workshops, data and systems.

1 Summary

Ready to start in a few places, with foundations to build first

Example Organisation's leaders want AI for the right reason: to give managers and service teams time back. It can begin now with three quick wins that use tools it already licenses. Before it goes further, it needs named data owners, an AI policy and a clear view of where EU rules reach its Dublin team.

2.5 out of 5**Overall readiness: emerging, moving to developing**

Illustrative. The average of the five dimension scores.

Organisational capability		3.0
Data maturity		2.0
Skills and talent		2.3
Ethical readiness		2.7
Regulatory compliance		2.3

Scale: 1 not started, 2 emerging, 3 developing, 4 established, 5 leading.

Our honest view of the 12 ideas you gave us

6

good fits for AI

4better solved
without AI**2**should wait for
now

Sometimes the answer isn't AI. Four of the ideas can be delivered sooner, and with less risk, by configuring systems you already run or by fixing the process behind them. Two ideas carry more risk than value today; we explain why on page 4.

Four things the board should know

- 1 The intent is clear and shared.** The executive team agrees that AI should give people time back rather than replace them. That makes adoption easier, and it's the organisation's biggest strength.
- 2 Data is the main constraint.** Customer records are duplicated across two systems, and nobody owns people or customer data end to end. Forecasting and knowledge search will disappoint until this is fixed.
- 3 AI is already in use, informally.** Staff told us they use public AI chat tools for drafting, with no guidance. That shows real appetite, and it's also the most urgent risk to manage.
- 4 EU rules reach one team.** The Dublin team is trialling a CV screening feature that would count as high-risk under the EU AI Act. Deployer duties for systems like this apply from 2 December 2027, so there's time to prepare properly.

How we assessed Illustrative

5weeks on site and
remote**18**interviews, board
to front line**3**workshops to
collect ideas**6**systems and data
sets reviewed**1**staff pulse survey
on AI use

2 Current state assessment

Scored across all five dimensions

Each area is scored from 1 to 5 against evidence from interviews, workshops, documents and systems. A dimension's score is the average of its three areas. Scores are illustrative.

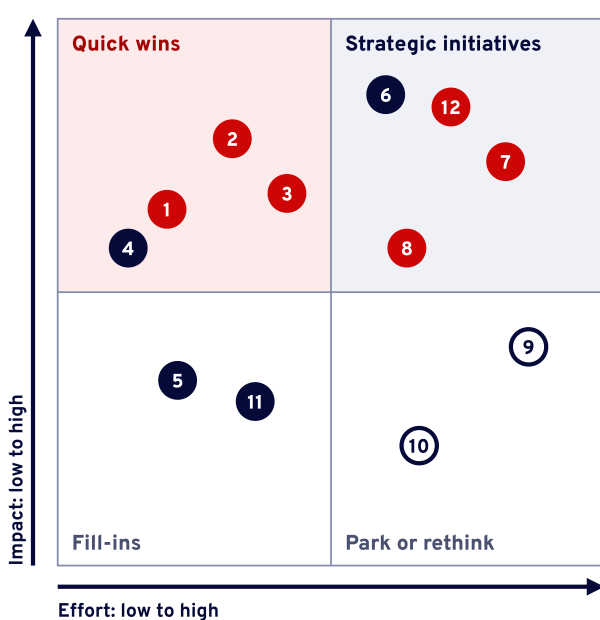
● ○ ○ ○ ○ 1 not started ● ● ○ ○ ○ 2 emerging ● ● ● ○ ○ 3 developing ● ● ● ● ○ 4 established
● ● ● ● ● 5 leading

Area	Score	What we found
1. Organisational capability		3.0
Leadership alignment and vision	● ● ● ● ○	The executive team agrees on purpose: time back for managers and service teams. The vision isn't written down yet, so it travels by word of mouth.
Change readiness	● ● ● ○ ○	A recent customer system rollout went well. Middle managers worry about their own workload while change is under way.
Innovation culture	● ● ○ ○ ○	Good ideas surface informally, but there's no route to test, fund and learn from small experiments.
2. Data maturity		2.0
Data quality and accessibility	● ● ○ ○ ○	Customer records are duplicated across two systems. People data is reliable for core fields only.
Governance structure	● ○ ○ ○ ○	No named data owners and no data catalogue. Retention rules are applied differently from team to team.
Infrastructure capability	● ● ● ○ ○	A cloud productivity suite and a modern HR system are in place. Several integrations still rely on manual exports.
3. Skills and talent		2.3
Current capability mapping	● ● ● ○ ○	A small analytics team, plus confident power users in finance and customer service.
Skills gap identification	● ● ○ ○ ○	Few people can judge the quality of AI output or explain its limits to colleagues.
Training needs analysis	● ● ○ ○ ○	No AI training yet. Managers ask for practical guidance tied to their own roles.
4. Ethical readiness		2.7
Risk assessment framework	● ● ● ○ ○	The enterprise risk register works well and can carry AI risks with small changes.
Bias detection protocols	● ● ○ ○ ○	Automated screening and scoring tools aren't tested for unfair outcomes between groups.
Governance structure evaluation	● ● ● ○ ○	The audit and risk committee is willing to own AI oversight. There's no AI policy yet.
5. Regulatory compliance		2.3
EU AI Act applicability review	● ● ○ ○ ○	No inventory of AI use. The Dublin CV screening trial is likely high-risk under Annex III (employment).
Sector-specific regulation mapping	● ● ● ○ ○	UK GDPR processes are mature. Equality and employment law checks aren't yet applied to AI use.
Documentation requirements audit	● ● ○ ○ ○	Supplier contracts have no AI terms, and decisions about AI use aren't recorded anywhere.

3 Priority matrix

Where to start: impact against effort

We scored the 12 ideas from the workshops for impact (value to people and to the organisation) and effort (data, change, risk and build work). Colour shows our verdict. Positions are illustrative.



Why two ideas should wait

9. CV screening. Screening candidates would count as high-risk under the EU AI Act. It needs bias testing, trained human reviewers and deployer duties in place first; revisit at month 18.

10. Sentiment scoring. Staff told us they would write less candidly if comments were machine-scored. The insight gained doesn't justify the trust lost.

#	Idea	Verdict
1	Meeting and document summaries in the licensed suite	Use AI
2	First-draft replies to service emails, reviewed by staff	Use AI
3	HR policy assistant using approved policies only	Use AI
4	Self-service access and password requests	Configure the portal
5	Absence reporting	Fix the process
6	Duplicate customer records	Rules-based fix
7	Demand forecasting for service centre staff	Use AI, after data work
8	Contract review support for procurement	Use AI
9	CV screening for Dublin hiring	Wait: high-risk
10	Sentiment scoring of staff survey comments	Wait: trust cost
11	Invoice matching	Configure finance system
12	Knowledge search across service guides	Use AI, after content clean-up

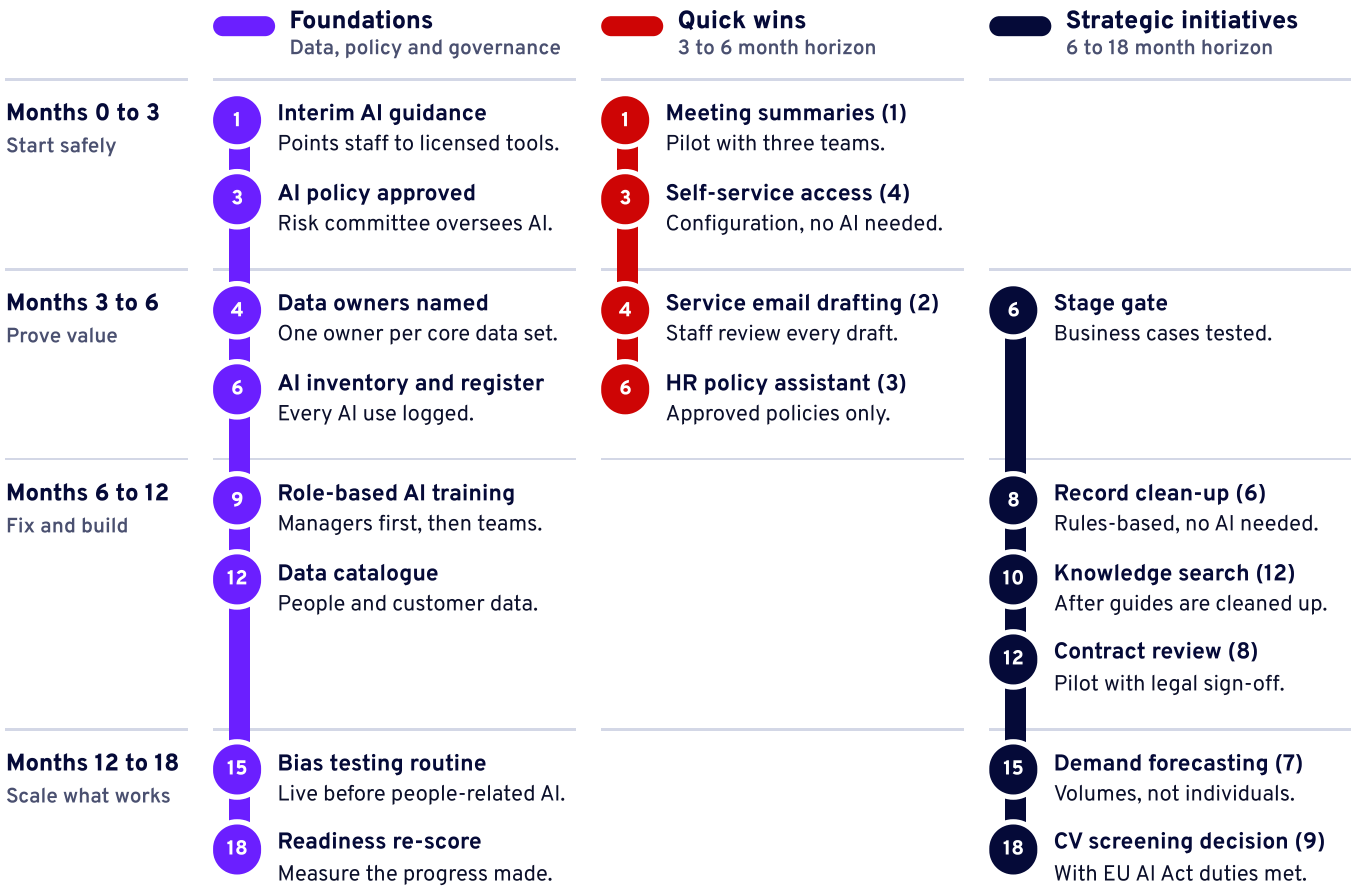
Risk mitigation strategies

Risk	Likelihood	Impact	How we reduce it	Owner
Staff paste confidential data into public AI tools	High	High	Publish an interim acceptable-use note within two weeks. Point staff to the licensed assistant. Block unapproved tools after three months.	CIO
AI output used without checking	Medium	High	Build a human review step into each workflow, train people to check output, and spot-check a sample each month.	Service Director
Poor data leads to poor answers	High	Medium	Name data owners. Clean customer records before forecasting starts. The policy assistant answers only from approved sources.	COO
Unfair outcomes in recruitment screening	Medium	High	Pause the Dublin CV screening trial until bias testing, human review and EU AI Act deployer duties are in place.	HR Director
Change fatigue among managers	Medium	Medium	Phase the rollout, involve managers in design, measure the time saved and share the results honestly.	HR Director

4 Roadmap

Quick wins first, then the bigger moves

Foundations start at once and keep going. Quick wins build confidence and evidence. Strategic initiatives follow a stage gate at month 6. Each station shows its month; numbers in brackets refer to the ideas on page 4.



Budget and resource guidance

Role	Who	Time
Executive sponsor	COO	2 hours a fortnight
AI product owner	A seconded manager	Half-time for 6 months
Data owners	Four named leads	1 day a month
Change and training	HR business partner	Weekly, from month 3
Analytics	Two analysts	From month 8

- Quick wins 1, 2 and 4 use software you already hold licences for; check licence tiers first.
- Fund each strategic initiative through the month-6 stage gate, with its own business case.
- Plan training and change support into every initiative.
- No new long-term AI contracts until the policy and data owners are in place.

In the next 30 days

- 1** Approve the interim acceptable-use note.
- 2** Name the sponsor and AI product owner.
- 3** Pause the Dublin CV screening trial.
- 4** Start the meeting summaries pilot.

5 About AI Assist

AI that works for people

AI Assist helps organisations use AI where it genuinely helps, and tells them honestly when it won't. Simple, ethical AI that puts people first. No hype. No jargon. Just clarity.

"Sometimes the answer is better process. Sometimes it's smarter use of existing tools. And sometimes, yes, it's AI. Our job is to tell you which, honestly."

No proprietary lock-in

You own everything we create. Our recommendations are vendor-agnostic.

Ethics as standard

Every engagement includes ethical assessment, bias testing, governance and transparency.

Plain English, always

If your finance director can't follow the recommendation, we haven't done our job.

How an AI Readiness Assessment runs



What you get

- Current state assessment, scored across all five dimensions
- Priority matrix: impact against effort
- Quick wins identified, on a 3 to 6 month horizon
- Strategic initiatives outlined, on a 6 to 18 month horizon
- Budget and resource guidance
- Risk mitigation strategies

Part of Cloud Assist Group



Book a discovery call

No pitch. No pressure. Just 30 minutes to understand your challenge and explore whether we can help.

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