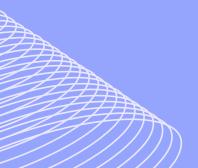
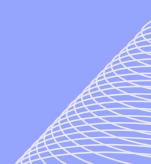


Checklist: Your Company on the Path to AI

This checklist helps you assess your company's level of readiness for implementing AI — from strategy, data, and technology to legal and organizational aspects.

01. Strategic	1
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01. Strategic

Al Strategy

Are there documented goals for AI?

- → Which business areas are meant to be improved by AI (e.g. sales, production, customer service)?
- ightarrow What measurable outcomes are expected (cost savings, revenue growth, time savings)?

Have concrete use cases been identified?

- → Are they prioritized based on feasibility and value
- → Is there a roadmap showing in which order they will be implemented?

<u>Is it clear internally how important Al is meant to be?</u>

- → Do all leadership levels understand how AI contributes to the company strategy?
 - → Are there internal communications or workshops about this?

Data Strategy

<u>Is there a central data governance model?</u>

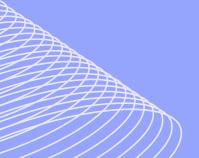
- → Who defines standards for data quality, security, and usage?
- → Are there clear policies for how data is collected, stored, and used?

<u>Is accountability defined?</u>

- → Are there roles such as Chief Data Officer or a Data Governance Board?
 - → Are responsibilities written down and communicated?

Are there measurable goals for data handling?

→ What KPIs are tracked (e.g. timeliness, completeness, error rates)?







01. Strategic

Data Silos

Do separate data silos exist?

- → Which departments store data separately?
- → Is data exchanged between these departments?

<u>Are contacts and integration plans in place?</u>

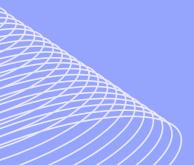
- \rightarrow Are there technical or organizational measures (APIs, interfaces, data lakes)?
 - → Are these initiatives budgeted or already underway?

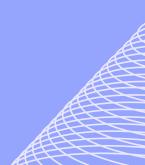
Existing software landscape

- ightarrow Which software solutions are currently in use?
- → Do these solutions offer standard API interfaces for data exchange?
- \rightarrow Is there a system map showing which systems are connected (and which are isolated)?

Central user data management

- → Is there a central identity and access management system controlling who can access which data?
- → Are access rights regularly reviewed and updated (e.g. after role changes or offboarding)?
- → Are there unified user IDs across all systems to break down data silos organizationally as well?







02. Data Quality and Infrastructure

Data Quality

How is data quality checked?

- \rightarrow Are there regular data audits (duplicates, plausibility checks)?
 - → How are errors handled?

<u>Is quality assurance automated?</u>

- → Are tools used for data cleansing and validation?
 - → Are the results of these checks documented?

Relevant Data Sources

Have all relevant internal and external data sources been identified?

- → Internal (ERP, CRM, production systems)
- → External (market data, social media, open data sources)

Are they technically connected?

- \rightarrow Is there a central platform (data warehouse, data lake)?
 - → Can new sources be integrated without major effort?

Data Maintenance

Who is responsible?

- → Are there defined roles such as Data Stewards?
- → Is there a schedule for how often data must be updated?

<u>Is traceability ensured?</u>

- → Are changes logged?
- → Are there rules for versioning and access control's

Process Digitalization

What is the level of digitalization?

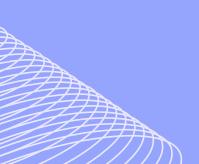
- \rightarrow Which processes are still analog (paper, phone, manual entry)?
 - \rightarrow Why are they still analog (cost, resistance, missing tools)?

Where is automation potential?

→ Which repetitive manual tasks could be automated?









03. Legal & Ethical

Data Protection

How is personal data handled?

- \rightarrow Is there a data protection concept?
- → Is data stored anonymized or pseudonymized?

<u>ls everything documented as GDPR-compliant?</u>

- → Are there records of processing activities?
- → Are consents properly collected and stored?

Are there regular audits?

 \rightarrow Internal or external?

Bias in Data

Have the data been checked for systemic bias?

- ightarrow Do they contain attributes (gender, origin, age) that could lead to discrimination?
 - Are there procedures to detect bias?
 - → Are models regularly tested for fairness?
 - \rightarrow Are external audits conducted?

<u>Is there a plan to correct bias?</u>

- \rightarrow Who is responsible if bias is found?
- ightarrow Are there policies on how models must be adjusted?

Legal Framework

Are you aware of current and upcoming regulations (e.g. EU AI Act)?

- \rightarrow Is someone responsible for monitoring regulatory changes?
 - → How quickly can new requirements be implemented?





04. Organization & Culture

Employee Skills

Do employees have the necessary skills?

- → Are there Data Scientists, Data Engineers, or Analysts in the company?
 - \rightarrow What is their level of expertise with AI technologies?

Are there training programs?

- → Internal academies, external trainings, or structured upskilling plans
 - Are roles and responsibilities defined?
 - ightarrow Who is responsible for what in Al projects?

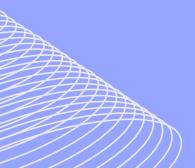
Company-wide Acceptance

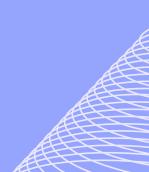
What is the overall attitude toward AI?

- \rightarrow Are there reservations, fears, or resistance?
- → How are these addressed (change management, communication)?

Are there internal success stories?

→ Are they shared to build motivation?







05. Technological Implementation

System Landscape

<u>Is your IT infrastructure ready for AI?</u>

- → Are computing power, cloud architecture, and interfaces sufficient?
 - \rightarrow How scalable is the infrastructure?

Pilot Projects

Are there proof-of-concepts or pilots?

- \rightarrow Who was involved?
- \rightarrow How was success measured?

Are there lessons learned from earlier tests?

 \rightarrow What worked, what didn't?

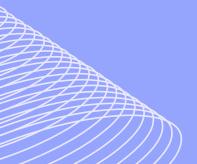
Integration

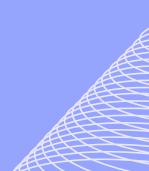
How well can new solutions be integrated?

- \rightarrow Are there standardized interfaces?
- → Do existing processes need adjustments?

<u>Is there a scaling roadmap?</u>

 \rightarrow Is there a plan to roll out successful projects company-wide?







We are happy to discuss individual topics with you in more detail.

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