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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.

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01. Strategic

AI Strategy

Are there documented goals for AI?

→ Which business areas are meant to be improved by AI (e.g. sales, production, customer service)?

→ 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?

Is it clear internally how important AI is meant to be?

→ Do all leadership levels understand how AI contributes to the company strategy?

→ Are there internal communications or workshops about this?

Data Strategy

Is there a central data governance model?

→ Who defines standards for data quality, security, and usage?

→ Are there clear policies for how data is collected, stored, and used?

Is accountability defined?

→ 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)?

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01. Strategic

Data Silos

Do separate data silos exist?

→ Which departments store data separately?

→ Is data exchanged between these departments?

Are contacts and integration plans in place?

→ Are there technical or organizational measures (APIs, interfaces, data lakes)?

→ Are these initiatives budgeted or already underway?

Existing software landscape

→ Which software solutions are currently in use?

→ Do these solutions offer standard API interfaces for data exchange?

→ 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?

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02. Data Quality and Infrastructure

Data Quality

How is data quality checked?

→ Are there regular data audits (duplicates, plausibility checks)?

→ How are errors handled?

Is quality assurance automated?

→ 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?

→ 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?

Is traceability ensured?

→ Are changes logged?

→ Are there rules for versioning and access control?

Process Digitalization

What is the level of digitalization?

→ Which processes are still analog (paper, phone, manual entry)?

→ Why are they still analog (cost, resistance, missing tools)?

Where is automation potential?

→ Which repetitive manual tasks could be automated?

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03. Legal & Ethical

Data Protection

How is personal data handled?

→ Is there a data protection concept?

→ Is data stored anonymized or pseudonymized?

Is everything documented as GDPR-compliant?

→ Are there records of processing activities?

→ Are consents properly collected and stored?

Are there regular audits?

→ Internal or external?

Bias in Data

Have the data been checked for systemic bias?

→ Do they contain attributes (gender, origin, age) that could lead to discrimination?

Are there procedures to detect bias?

→ Are models regularly tested for fairness?

→ Are external audits conducted?

Is there a plan to correct bias?

→ Who is responsible if bias is found?

→ Are there policies on how models must be adjusted?

Legal Framework

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

→ Is someone responsible for monitoring regulatory changes?

→ How quickly can new requirements be implemented?

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04. Organization & Culture

Employee Skills

Do employees have the necessary skills?

→ Are there Data Scientists, Data Engineers, or Analysts in the company?

→ 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?

→ Who is responsible for what in AI projects?

Company-wide Acceptance

What is the overall attitude toward AI?

→ Are there reservations, fears, or resistance?

→ How are these addressed (change management, communication)?

Are there internal success stories?

→ Are they shared to build motivation?

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05. Technological Implementation

System Landscape

Is your IT infrastructure ready for AI?

→ Are computing power, cloud architecture, and interfaces sufficient?

→ How scalable is the infrastructure?

Pilot Projects

Are there proof-of-concepts or pilots?

→ Who was involved?

→ How was success measured?

Are there lessons learned from earlier tests?

→ What worked, what didn't?

Integration

How well can new solutions be integrated?

→ Are there standardized interfaces?

→ Do existing processes need adjustments?

Is there a scaling roadmap?

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

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

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