

# AI Agent Adoption Checklist

Before diving into AI projects, leaders should pause and assess whether their organization is truly prepared.

A readiness checklist helps cover all the critical foundations—strategy, data, technology, talent, and governance—so nothing gets overlooked. By answering these questions honestly, executives can quickly spot gaps that may derail AI initiatives and prioritize where to invest effort first.

## 1. STRATEGY & LEADERSHIP

- ☒ Do we have a clear AI strategy linked to business outcomes?
- ☒ Is there executive sponsorship for AI initiatives?
- ☒ Is there cross-functional buy-in across business units?

## 2. DATA FOUNDATION

- ☒ Do we have high-quality, relevant data available for AI use cases?
- ☒ Are data sources integrated (vs. siloed)?
- ☒ Do we have proper data governance (security, privacy, compliance)?
- ☒ Is our data “fit for purpose” for AI initiatives?

## 3. TECHNOLOGY & INFRASTRUCTURE

- ☒ Can our IT architecture support AI workloads at scale?
- ☒ Do we have sufficient computing resources (GPUs, cloud services)?
- ☒ Are modern data platforms and MLOps tools in place?
- ☒ Have we identified technology gaps or upgrade needs?

## 4. TALENT & SKILLS

- ☒ Do we have in-house AI/ML expertise (data scientists, ML engineers)?
- ☒ Is the broader workforce trained in AI literacy and responsible use?
- ☒ Do we have plans for upskilling or hiring to fill skill gaps?

## 5. PROCESSES & GOVERNANCE

- ☒ Are processes in place for developing, testing, and deploying AI models (MLOps)?
- ☒ Do we have governance frameworks to ensure ethical and compliant AI use?
- ☒ Are there practices for risk management (bias audits, human oversight)?
- ☒ Do we have change management processes to integrate AI into workflows?



**Tip:** Organizations often turn this checklist into a scorecard, rating each area on a maturity scale (e.g., 1–5). This provides a clear visualization of strengths, weaknesses, and readiness gaps.

# Ready to roll out AI with confidence?

Use this checklist to avoid common pitfalls and drive real engagement.



Schedule a free consultation with BotsCrew