

The Team AI Readiness Guide

Understand the team's starting point without reducing people to an AI score.

Use with your team / Notes and evidence

Team or function

Sponsor

Tasks we want to improve

Tools currently permitted

01 Shared understanding

Can the team explain where AI could help and where it could be wrong? Which questions are people hesitant to ask?

02 Access and permissions

Do people know which tools they may use, with what information, and whom to ask when they are unsure?

03 Relevant tasks

Which recurring tasks would make useful practice? Choose work that matters and can be discussed safely.

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04 Quality and judgement

How is work checked today? Can people recognise an answer that is plausible but unsuitable for its purpose?

05 Time and support

Is there room to practise between sessions? Who can help connect learning to everyday work?

06 Evidence of progress

What should people be able to do afterwards? Choose a few observable tasks and agree how to review them fairly.

The next decision.

Use the gaps to shape the programme, not to judge the people. A shared starting point makes the learning more relevant and the follow-through more realistic.

Action / Owner / Review date

A discussion aid, not a certification, professional opinion or promise of results. A readable web version accompanies this worksheet.