



AI Adoption Readiness Checklist

A working tool is not the finish line. Use this checklist before launch to find the gaps that keep a pilot from becoming everyday practice. Any unchecked box is a conversation to have now, not after go-live.

Purpose and ownership

- ☐ The problem this tool solves is written in one sentence users would recognize.
- ☐ An executive sponsor has agreed to champion adoption, not just approve funding.
- ☐ A product owner is named and has time to act on feedback.
- ☐ Success is defined in adoption terms (active users, repeat use, tasks completed), not only in deployment terms.

Access

- ☐ Every user group has a documented path to access, including any separate network or security steps.
- ☐ Access requests have an owner and a target turnaround time.
- ☐ Accounts, permissions, and roles have been tested with real users before launch.

Trust and rules

- ☐ Users know what data they may and may not put into the tool, in plain language.
- ☐ Known limitations are published, not discovered.
- ☐ Security, privacy, and records requirements have been reviewed and signed off.

Training and support

- ☐ Training is role-based: what each group needs to do their own job with the tool.
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- ☐ Working examples (templates, prompts, sample outputs) are ready on day one.
- ☐ A help channel exists, is staffed, and has published hours.
- ☐ An FAQ answers the ten questions you already know people will ask.

Communication

- ☐ Launch messages are tailored to each audience, not one announcement for everyone.
- ☐ Leaders have talking points to explain why the tool matters to their teams.
- ☐ There is a plan for the second and third messages, not just the first.

Feedback and measurement

- ☐ Users have an easy way to report friction, and they see that reports lead to changes.
- ☐ Adoption metrics are tracked weekly for the first 90 days.
- ☐ A regular review turns feedback into backlog items with owners.

Sustainment

- ☐ Governance, content ownership, and updates have named owners after the project team rolls off.
- ☐ Documentation lives in a shared place, not in anyone's inbox or head.

Scoring: 20 or more checked, you are ready to launch. 14 to 19, launch to a pilot group and close the gaps. Fewer than 14, the tool may work, but adoption will stall.