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DOWNLOADABLE CHECKLIST

IMPLEMENTATION

AI Project Readiness Checklist

Confirm that an AI initiative has clear scope, accountable ownership, suitable data, required capabilities, governance controls and success measures before work begins.

AI Project Readiness Checklist

This checklist helps you confirm an AI project is genuinely ready to begin — covering scope, ownership, data, governance, capability and success measures — so problems are caught before resource is committed, rather than discovered midway through delivery.

1 Scope & Objectives

- ☐ **Is the project scope clearly defined, including what is explicitly out of scope?**
  Undefined boundaries are one of the most common causes of AI project overrun and disappointment.
- ☐ **Are project objectives specific and measurable, rather than broadly aspirational?**
  Specific objectives make it possible to judge, after the fact, whether the project actually succeeded.
- ☐ **Has the project been sized realistically relative to the organisation's capacity to deliver it?**
  Smaller organisations in particular benefit from a deliberately modest initial scope rather than an ambitious one that stalls.

2 Ownership & Stakeholders

- ☐ **Is there a named Senior Responsible Owner accountable for the project's success?**
  Projects without a clearly accountable owner are more likely to drift or lose momentum.
- ☐ **Have all relevant stakeholders been identified, including those outside the immediate project team?**
  Legal, data protection, and frontline operational staff are commonly overlooked until late in delivery.
- ☐ **Is there executive sponsorship sufficient to resolve blockers as they arise?**
  Projects without senior sponsorship often stall when they encounter resourcing or prioritisation conflicts.

3 Data & Technical Readiness

- ☐ **Has the required data been confirmed as accessible and of adequate quality?**
  This should be verified directly, not assumed based on the data existing somewhere in principle.
- ☐ **Has the technical integration with existing systems been assessed for feasibility?**
  Integration complexity is one of the most common sources of underestimated project cost and timeline.
- ☐ **Has infrastructure capacity been confirmed as sufficient for the intended scale of use?**
  This is particularly relevant where a pilot is expected to scale significantly if successful.

4 Governance & Approvals

- ☐ **Has this project been through the appropriate AI risk screening for its use case?**
  This should happen before significant resource is committed, not retrofitted once development is underway.

- ☐ **Has the necessary governance committee or equivalent approval been obtained, where required?**
  Starting delivery before required approval creates avoidable rework risk if the use case is later declined or amended.

- ☐ **Has the project been logged in the organisation's AI use case or system inventory?**
  This ensures the project remains visible to wider governance activity throughout its life, not only at launch.

5 Capability & Resourcing

- ☐ **Does the project team have the skills needed, either in-house or through external support?**
  Skills gaps identified early can be addressed through hiring, training or procurement; gaps discovered late are far costlier.

- ☐ **Has adequate budget been confirmed, including for testing, governance and post-launch support?**
  Budgets that cover only build cost frequently underestimate the true cost of a responsibly delivered AI project.

- ☐ **Has the time commitment required from business stakeholders, not just the delivery team, been planned for?**
  Business input at key stages is often the actual bottleneck in AI project delivery, more so than technical build time.

6 Success Measures

- ☐ **Are success measures defined and agreed before the project begins, not decided retrospectively?**
  Measures agreed after the fact are more prone to being shaped to match whatever outcome was achieved.

- ☐ **Is there a baseline in place against which project outcomes can be compared?**
  Without a baseline, it is difficult to demonstrate the project's actual impact convincingly.

- ☐ **Has a review point been scheduled after go-live to assess whether the project delivered as expected?**
  Many organisations move on to the next initiative without ever formally closing the loop on whether the last one worked.

HOW TO SCORE THIS CHECKLIST

A project with unresolved gaps in Governance & Approvals should not proceed to build or procurement until those gaps are closed. Gaps in the other sections are common and manageable, but should be actively tracked rather than left unaddressed.

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Need help acting on this checklist?

INTAI works with SMEs, public sector bodies and larger organisations across Europe to turn checklist findings into a practical, proportionate AI governance programme — from strategy and policy through to risk management and regulatory readiness. If you would like support closing the gaps this checklist has identified, our team is glad to help.

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