

# AI Workforce Readiness Starter Checklist

## 10 Questions to Ask Before You Automate

Automation isn't a strategy — it's a tool. Before you replace, restructure, or rapidly deploy AI inside your organization, pause and answer these ten questions. They're designed to surface risk, protect people, and ensure your AI investments deliver durable workforce and business outcomes.

### 1. What problem are we actually solving?

Name the specific business outcome — efficiency, accuracy, cost, customer experience — that automation must improve. If you can't articulate it in one sentence, you're not ready.

### 2. Have we mapped the full workflow — not just the task?

AI rarely automates a job; it automates a step. Map the upstream and downstream work so you understand what shifts, what breaks, and who absorbs the change.

### 3. Who is affected — and have we talked to them?

The people closest to the work hold critical tacit knowledge. Include frontline employees in design, not just leadership and IT.

### 4. What human judgment must stay in the loop?

Identify decisions that require ethics, empathy, context, or accountability. These are the ones AI should support — not replace.

### 5. How will we measure success beyond cost savings?

Track quality, employee experience, customer trust, and risk reduction — not just hours saved or headcount removed.

### 6. What is our data hygiene and governance posture?

Garbage in, garbage out. Confirm data quality, access controls, privacy compliance, and an auditable trail before you scale.

### 7. What bias, fairness, and compliance risks does this introduce?

Document known model limitations, test for disparate impact, and align with applicable regulations (EEOC, state AI laws, sector rules).

### 8. What's our reskilling and redeployment plan?

If roles shift, the organization owns the transition. Define learning pathways, internal mobility, and timelines — before deployment, not after.

### 9. Who is accountable when the AI is wrong?

Name a human owner for every automated decision. 'The system did it' is not a governance answer.

## **10. What's our exit plan if this doesn't work?**

Define rollback criteria, vendor lock-in risks, and the cost of reversing course. Pilots fail; mature organizations plan for it.

### **Ready to go deeper?**

Take the free AI Workforce Readiness Diagnostic™ at [enaidadvisory.com/diagnostic](https://enaidadvisory.com/diagnostic) for a tailored readiness snapshot — or reach out to Diane directly at [info@enaidadvisory.com](mailto:info@enaidadvisory.com).