



AI Readiness Scorecard for Small Businesses

Here's a **Practical, User-Friendly AI Readiness Checklist** for small businesses, complete with a simple **scoring system** to help assess preparedness and prioritize next steps.

Get your business AI-ready in minutes. Just answer each question and total your score!

Scoring:

- **Yes (3 points)**
- **Somewhat (2 points)**
- **No (0 points)**

1. Strategy & Goals

Question	Score
Do you have clear business goals that AI can support? (e.g., faster customer service, reduced manual work)	
Have you identified specific tasks or processes where AI could help (e.g., automating scheduling, generating reports)?	
Are you open to adopting new tech to stay competitive?	

Subtotal (out of 9): ____

2. Data Readiness

Question	Score
Do you regularly collect and store business data (e.g., sales, customer support, website)?	
Is your data organized, consistent, and usable for insights?	
Is your data stored securely and in digital format (not paper-based)?	

Subtotal (out of 9): ____

3. Digital Tools & Tech Foundation

Question	Score
Are you using cloud-based tools (e.g., Microsoft 365, Google Workspace)?	
Do you already use any automation or AI-powered tools (e.g., chatbots, automated emails)?	
Is your internet and hardware infrastructure reliable for cloud tools?	

Subtotal (out of 9): ____

4. Security & Compliance

Question	Score
Do you have cybersecurity basics in place (MFA, antivirus, backups)?	
Are you aware of privacy rules like GDPR, HIPAA, or CCPA that apply to your data?	
Have employees received any training on cybersecurity or data handling?	

Subtotal (out of 9): ____

5. People & Culture

Question	Score
Is your team open to tech changes and learning new tools?	
Do you have someone who can lead or champion AI initiatives?	
Are you willing to invest time or budget in training or onboarding AI tools?	

Subtotal (out of 9): ____

6. Vendor Readiness

Question	Score
Have you explored beginner-friendly AI tools for small business (e.g., ChatGPT, Copilot, Zapier)?	
Are you comparing AI tools based on ease of use and ROI?	
Do you understand pricing models and subscription terms for AI tools?	

Subtotal (out of 9): ____

Your Total AI Readiness Score: ____ / 54

How Ready Are You?

- **45–54:** *You're AI-Ready!* You're set to pilot tools and drive impact.
 - **30–44:** *You're Close!* A few improvements and you'll be ready to roll.
 - **15–29:** *Some Foundation Needed.* Focus on digital and data basics first.
 - **0–14:** *Start with the Essentials.* Begin building your tech and data groundwork.
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