AI/ML Readiness Checklist

If you are ready to start harnessing AI and Machine Learning in your organization, you need to determine if you have the data governance, data quality and data management in place to ensure your application output can be trusted. Here are a few factors that determine your AI and ML Readiness.

Data Infrastructure

☐	**Scalability**	Can your data infrastructure scale to support data collection and storage?
☐	**Processing**	Can your data infrastructure support processing of diverse data formats?
☐	**Future-Ready**	Will your data infrastructure adapt to evolving AI/ML needs?

Data Governance

☐	**Availability**	Is data ingested, stored and processed for availability?
☐	**Management**	Is data classified for ease of management?
☐	**Discoverability**	Is it easy to find data relevant to the use case?
☐	**Data Quality**	Is data known, trusted and measured?
☐	**Observability**	Is data secure and observable throughout the data lifecycle?

Data Validation

☐	**Data Stewards**	Can you identify the appropriate data stewards and subject matter experts in your organization?
☐	**Data Profiling**	Can you use continuous data profiling to address anomalies early?
☐	**Feedback Loop**	Do you have a feedback loop to support user input?
☐	**Measurement**	Are you measuring data quality over time?

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Metadata Management

☐ **Data Glossary**	Do you have a data glossary that provides a consistent and comprehensive reference for data definitions and context?
☐ **Data Lineage**	Have you enabled data lineage to provide a detailed view and context of the data's journey.
☐ **Data Classification**	Have you classified data to make support retrieval for AI applications?
☐ **Searchable**	Is data easily searchable and accessible to the technical and non-technical stakeholders in your organization?

Security and Compliance

☐ **Access Controls**	Have you implemented access controls to ensure data is only accessible to the appropriate stakeholders?
☐ **Compliance**	Can you manage and track compliance with all data privacy requirements?
☐ **Right to Use**	Do you have the right to use data in AI/ML applications?

Data Driven Culture

☐ **Data Decision Making**	Do you use data to inform decision making today?
☐ **Self Service Insights**	Are self-service data insights accessible to team members at all levels in your organization?
☐ **Growth Mindset**	Can your team members experiment with new ideas without fear of failure?
☐ **Collaboration**	Does your organization collaborate across departments and business lines?

Ethical Considerations

☐ **AI and ML Bias**	Do you understand bias in AI and ML?
☐ **Responsible Use**	Can you articulate how AI should be used responsibly and when humans should be looped for critical decision making?
☐ **Internal Policies**	Have you developed policies for ethical use of AI and data in your organization?

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