**AI Readiness Checklist**

Are your content creators ready to responsibly implement AI? Gather key team leaders, content creators, and decision-makers for a working session. Review each question and discuss how your current workflows measure up. The goal is to identify gaps, concerns, and opportunities to integrate AI tools more effectively and responsibly.

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| **Foundational Alignment** |
| * Have we clearly defined what we want AI to help us do (summarization, first drafts, repurposing content, metadata tagging)?
 |
| * Do we understand the current limits and strengths of the AI tools we’re using?
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| * Have we designated a point person or small team to manage AI integration and strategy?
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| * Are we encouraging open dialogue about the pros and cons of AI among team members?
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| * Are we being transparent with clients or stakeholders about where and how we use AI (if relevant)?
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| **Workflow Clarity and Mapping** |
| * Have we mapped our content workflow clearly enough to identify where AI can help? Are we clear on where it shouldn’t help?
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| * Do we understand which parts of our workflow require human oversight (e.g., tone, compliance, factual accuracy)?
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| **Quality Assurance and Oversight** |
| * Have we set standards for what “good” looks like for AI-generated content?
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| * Have we clearly defined our acceptable margin of error in content (e.g., in legal copy versus creative copy)?
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| * Are there clear review protocols in place to catch factual inaccuracies or brand misalignment?
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| * Are we tracking and analyzing the performance of AI-generated content to improve use?
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| **Security and Privacy** |
| * Are we confident that sensitive or proprietary information is protected when using AI tools?
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| * Do we know whether the tools we use retain information or learn from our input?
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| * Do we have clear rules for what types of content or data should not be entered into AI tools?
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| **Training and Support** |
| * Have all relevant team members received training on how to use the tools we’ve adopted?
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| * Do we have templates, prompt libraries, or knowledge bases to help AI generate better output?
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| * Do we encourage experimentation in low-risk settings before applying AI at scale?
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| **Future-Proofing** |
| * Are we regularly evaluating new tools or features to see how they might fit our needs?
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| * Do we have a plan for ongoing AI literacy and upskilling as the landscape evolves?
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| * Are we prepared to pivot if a tool stops serving our needs, or if new ethical or legal standards emerge?
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