**AI Readiness Assessment**

Content Collaboration Self-Diagnosis Checklist

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| 1. **Lack of Clear Standards**
 | **Challenge:** Teams are unclear on what “good” content looks like. | * Have we documented content quality standards in an accessible format?
* Do all team members know what metrics or criteria define “good” content?
* Are examples of high-quality work available for reference?
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| 1. **Work Culture That Doesn’t Support Quality Control**
 | **Challenge:** People don’t feel safe raising quality concerns. | * Is feedback welcomed, regardless of seniority or role?
* Are there any fears around giving or receiving constructive feedback?
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| 1. **Unclear Content Goals**
 | **Challenge:** Misaligned understanding of the content’s purpose. | * Do we clearly define audience/goals/success metrics at each project’s start?
* Are these goals documented and shared with the full team?
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| 1. **Endless Content Needs**
 | **Challenge:** Teams are overwhelmed by increasing content demand. | * Are we reusing content components or are we working from scratch each time?
* Do we have a system for modules or content that can be repurposed?
* Are our timelines realistic for the output we expect?
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| 1. **Overwork and Creative Backlogs**
 | **Challenge:** Burnout and overload are impacting quality. | * Is our current workload sustainable?
* Are priorities communicated clearly to the team?
* Do we need to adjust staffing or timelines?
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| 1. **Difficulty Recruiting and Retaining Skilled Editors**
 | **Challenge:** Hiring and keeping strong content talent is difficult. | * Do we offer structured feedback and performance reviews?
* Are team members supported in skill-building and growth?
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| 1. **Lack of Clarity for Requesters**
 | **Challenge:** Requesters don’t know how to ask for content or check progress. | * Do we have a clear, standardized intake process for requests?
* Can requesters easily see the status of their content projects?
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| 1. **Communication Channel Catch-22**
 | **Challenge:** Every feedback format (email, doc comments, meetings) has pros and cons. | * Are we using too many channels — or relying too heavily on one?
* Do all voices get heard equally during feedback rounds?
* Is someone responsible for consolidating input?
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| 1. **Poor Version Control**
 | **Challenge:** People are working from different file versions. | * Are we using a tool that tracks changes and stores versions?
* Do we have a designated source of truth for each file?
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| 1. **General File Disorganization**
 | **Challenge:** Files are scattered or hard to find. | * Do we have naming conventions and folder structures that everyone follows?
* Are old files archived or deleted regularly?
* Is someone responsible for maintaining file hygiene?
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