

The D.R.I.V.E. AI Readiness Checklist

A 5-point framework to get your business ready for AI.

- D** **Data Inventory**
Do you know where your critical business data lives? Who has access? What's sensitive?
Action: List every system that stores customer, financial, or operational data. Note who has admin access to each.
- R** **Risk Assessment**
What could go wrong if AI touches your most important workflows?
Action: For each system AI might connect to, write down the worst-case scenario if that data leaked or was processed incorrectly.
- I** **Integration Map**
What would AI need to connect to? What data flows between your systems?
Action: Draw a simple diagram of your core tools and what data moves between them. Identify which connections an AI tool would need.
- V** **Vendor Vetting**
How do you evaluate AI tools before adopting them?
Action: Before signing up for any AI tool, ask: Where is my data stored? Who can access it? Is the provider SOC 2 compliant? Can I delete my data? Does my data train their models?
- E** **Employee Readiness**
Does your team know what AI tools are approved, what's off-limits, and what to do when they're unsure?
Action: Draft a 1-page AI acceptable use policy. Communicate it to your team this week.