

AI Readiness Review

Documentation and Tracking Guide

For CIOs, CDOs, and technical leadership evaluating organizational readiness for AI adoption

About This Guide

As public agencies move from exploring artificial intelligence to implementing it, an important step is evaluating the organization's state of readiness. This guide, developed by the [Data Integration Support Center](#) (DISC), identifies the key documentation and tracking artifacts needed to support a comprehensive AI readiness review. Each section corresponds to a domain of organizational readiness. For each artifact, the guide describes its purpose, what a mature version looks like, and who should own it.

Domains include:

- Use Case Definition & Business Value
- Data Source Inventory & Readiness
- Data Privacy & Security
- Data Management & Governance
- Architecture
- Infrastructure
- AI Current State Maturity Assessment

The AI Readiness Review is a companion piece to DISC's [AI Use Case Development Checklist](#), which provides a structured framework for evaluating whether a specific use case is strategically sound, technically feasible, and responsibly governed.

For foundational guidance on assessing organizational readiness and defining AI use cases, see DISC's [Establishing Clear Use Cases for GenAI in Integrated Data Systems](#) and [Assessing Organizational Readiness for AI](#).

1. Use Case Definition & Business Value

Document / Artifact	Purpose	What Good Looks Like	Suggested Owner
AI Use Case Brief	Uses a standardized template to capture use case name, description, sponsor, AI type, and acquisition strategy.	Each use case has a completed brief reviewed and approved by an executive sponsor before advancing to assessment.	Business / Program Lead
ROI & Value Analysis	Documents estimated return on investment, business value rating, and complexity assessment for each use case.	Quantified benefits tied to measurable outcomes (e.g., time saved, error reduction, cost avoidance) with clear assumptions stated.	Business / Program Lead + Finance
Use Case Classification Matrix	Categorizes each use case by AI pattern (transaction data, master data, stream, edge, operational) and model source (self-build, MLaaS*, AlaaS**).	A living reference that helps leadership compare use cases on a consistent basis and prioritize based on complexity and acquisition model.	Enterprise Architect
Business Process Redesign Estimate	Assesses the effort required to embed AI into existing workflows and applications.	Realistic effort and timeline estimates validated by both technical and business stakeholders, not just vendor projections.	Business Analyst / Process Owner

* Machine learning as a service

** Artificial intelligence as a service

2. Data Source Inventory & Readiness

Document / Artifact	Purpose	What Good Looks Like	Suggested Owner
AI Data Source Registry	Catalogs every data source required for machine learning training and runtime deployment, including publisher, ownership, and location.	Each source has a complete record covering volume, velocity, variety, veracity, validity, and linkage strategy—no blank fields.	*CDO / Data Governance Lead
Data Readiness Scorecard	Rates each data source on quality, availability, bias, and effort to consume on a standardized scale.	Scores are reviewed collaboratively between data engineers and business SMEs, with improvement plans attached to any source scoring below threshold.	Data Engineering Lead
Data Bias & Representativeness Assessment	Evaluates whether data sources are representative of the full population and flags potential bias risks.	Assessment is conducted per use case, not just per source, and is documented before model training begins.	Data Governance Lead / Data Scientist
Data Linkage & Integration Map	Defines how data sources connect via unique keys, primary keys, and cross-source relationships.	This visual or tabular map shows how all sources for a use case relate, validated by data architecture.	Data Architect

*Chief data officer

3. Data Privacy & Security

Document / Artifact	Purpose	What Good Looks Like	Suggested Owner
AI Privacy Impact Assessment (PIA)	Evaluates privacy risks specific to each AI use case, with plans for reassessment upon technology or regulatory changes.	PIAs are completed before deployment, include vendor and organizational responsibilities, and have a defined reassessment trigger schedule.	Privacy Officer / *CISO
AI Tool Inventory & Authorization Log	Tracks all AI tools in the agency, their authorization status, authentication integration, and access controls.	There are no unauthorized or “free” generative AI tools in the environment; every tool has an owner, a security review date, and RBAC** documentation.	CISO / IT Operations
AI Incident Response Addendum	Extends the existing incident response plan with AI-specific scenarios and procedures.	Tabletop exercises have been conducted on AI-specific incidents (e.g., data leakage through a model, prompt injection, credential persistence in agentic workflows).	CISO
Vendor AI Privacy & Security Compliance Tracker	Monitors vendor adherence to privacy policies, design principles, and contractual data privacy clauses.	Audit schedule is defined, vendor attestations are current, and enforcement actions are documented when gaps are found.	Privacy Officer / Procurement
AI Transparency & Disclosure Policy	Documents how and when the agency discloses AI usage to staff and constituents.	Policy is published, staff are trained, and disclosure practices are consistent across all AI-enabled services.	Privacy Officer / Communications

*Chief Information security officer

**Role-based access control

4. Data Management & Governance

Document / Artifact	Purpose	What Good Looks Like	Suggested Owner
AI Governance Charter	Establishes the governing body, authority, scope, and decision rights for AI—either as a subset of data governance or standalone.	Charter is formally approved by leadership, roles are filled, and the body meets on a defined cadence with documented decisions.	CDO / AI Governance Board
Responsible & Ethical AI Use Policy	Defines acceptable use of AI tools with required training before access is granted.	Every user with AI tool access has completed training, acknowledged the policy, and the policy is reviewed at least annually.	CDO / Legal / HR
Regulatory Compliance Matrix	Maps relevant state and federal laws (data, AI, privacy, security) to agency AI activities and assesses impact.	Matrix is current, reviewed with legal counsel, and updated when new legislation or guidance is issued.	Legal / Privacy Officer
Data Quality Management Plan	Centralizes how data quality issues are identified, escalated, and resolved across AI initiatives.	Issues are tracked in a single system, *SLAs exist for resolution, and quality metrics are reported to the governance body.	Data Governance Lead
AI Risk Register	Identifies, categorizes, and tracks mitigation status of all AI-related risks across use cases.	Risks are scored, mitigation plans have owners and deadlines, and the register is reviewed by leadership with formal accept/mitigate decisions documented.	CDO / CISO

*Service level agreements

5. Architecture

Document / Artifact	Purpose	What Good Looks Like	Suggested Owner
AI Architecture Blueprint	Documents the AI-specific architecture using formal modeling tools, aligned with enterprise and data architecture.	Blueprint is current, reviewed against each new use case, and reflects both on-premise and cloud components.	Enterprise Architect
AI Sustainability Plan	Covers startup costs, staffing/skills requirements, environmental impact, maintenance, licensing, and training.	Plan is shared with and accepted by agency leadership, with budget line items tied to each cost category and a multi-year horizon.	CIO / Enterprise Architect
Roles & Staffing Assessment	Identifies the roles, skills, and resource levels needed for AI training, data quality oversight, and ongoing operations.	Gaps between current and needed staffing are quantified, with a plan to address through hiring, training, or contracting.	CIO / HR
Enterprise Architecture Alignment Review	Confirms AI initiatives are consistent with broader enterprise architecture and business needs.	Each AI use case has a documented architecture review sign-off before entering development.	Enterprise Architect

6. Infrastructure

Document / Artifact	Purpose	What Good Looks Like	Suggested Owner
Infrastructure Readiness Assessment	Evaluates whether compute, storage, and data ingestion capabilities can support AI workloads at required scale and data type variety.	Assessment is completed per use case with capacity projections, not just a point-in-time snapshot.	IT Operations / Cloud Architect
Cloud & Scalability Strategy	Documents the agency's approach to server scalability, cloud usage, and elastic compute for AI workloads.	Strategy distinguishes between development/training and production deployment needs, with cost modeling for each.	CIO / Cloud Architect
Data Platform Documentation	Describes the current state of data warehouses, data lakes, and related platforms supporting AI and analytics.	Documentation is current, includes access patterns, refresh schedules, and known limitations—and is understood by both technical and business stakeholders.	Data Architect / Data Engineering Lead
AI Infrastructure Sustainability Plan	Tracks ongoing maintenance costs, measurable value delivered, and future innovation/enhancement funding.	Plan is reviewed quarterly with actuals vs. projections and is tied to use case performance metrics.	CIO / Finance

7. AI Current State Maturity Assessment

Document / Artifact	Purpose	What Good Looks Like	Suggested Owner
Organizational AI Maturity Scorecard	Captures maturity ratings (1–5) across people, data, governance, architecture, process, and technology dimensions.	Scores are assessed collaboratively—not self-reported by a single team—and benchmarked against prior assessments to show trajectory.	CDO / CIO
Executive AI Education & Alignment Summary	Documents the education program delivered to executives and senior management to set appropriate AI expectations.	Attendance and comprehension are tracked, and leadership can articulate the agency’s AI strategy and guardrails in their own words.	CIO / AI Program Lead
AI Capability Catalog	Provides a menu of available AI tools, models, and services across the agency with access and approval information.	Catalog is published, searchable, and updated as tools are added or retired—staff know where to look before procuring something new.	AI Program Lead / IT Operations
AI Program Performance Metrics	Defines and tracks KPIs measuring the performance, adoption, and value of the AI program.	Metrics are reported to governance on a regular cadence, with thresholds that trigger review or corrective action.	AI Program Lead / CDO
Target State Roadmap	Charts the path from current maturity to target state with milestones, activities, timelines, and accountable owners.	Roadmap is a living document reviewed quarterly, with clear decision gates and investment triggers at each milestone.	CIO / CDO

How DISC Can Help

DISC at WestEd can facilitate productive conversations and assist in the development of an AI strategy for an organization’s integrated data system (IDS). DISC offers technical assistance to public agencies free of cost. For more information on DISC’s AI services, visit disc.wested.org/focus-areas/ai/.