

AI pilot readiness checklist

Check whether the challenge, data, ownership and evaluation rules are defined before development begins.

1. Challenge and user

- ☐ A specific user or role is identified
- ☐ A repeatable task is described rather than a general desire to use AI
- ☐ The current workflow and decision point are documented
- ☐ A verifiable outcome is defined

2. Data

- ☐ Sources and owners are known
- ☐ A minimum set of real or anonymised examples exists
- ☐ Freshness, completeness and access permissions are reviewed
- ☐ Sensitive fields not required for the pilot are excluded

3. Control

- ☐ Consequences of critical error are described
- ☐ Actions requiring human approval are identified
- ☐ Control cases and the source of a correct answer exist
- ☐ Stop conditions and return to the current process are agreed

4. Start decision

Pilot owner

Pilot use case

What must be demonstrated

What is outside the pilot

This checklist is an orientation tool, not an audit, certification or legal opinion.