

PERSONALISED ASSESSMENT

AI Readiness Report

Prepared for AI Playbook Test on 11 September 2026

17 / 24

Developing AI Capability
Your score is 71 percent. This report turns your answers into a practical starting point.

Executive summary

Your organisation has a workable foundation for a first controlled AI pilot. Data and reporting are accessible enough to begin, but fragmented systems and manual work may limit scale. Leadership understanding and employee openness give you a useful base for testing one process and learning quickly.

Your strongest next move

Select one repeatable reporting or administrative process with a clear owner. Measure its current time and error rate, then run a 30-day pilot with approved data and human review.

Your stated challenge

End-to-end verification of the redesigned assessment form.

How to use this report

Use the priorities and roadmap to select one bounded workflow, agree a baseline and test it with a named owner. Treat the score as a conversation starter rather than a certification.

This assessment is a directional business diagnostic based on the answers supplied. It is not a technical, financial, legal, compliance or security audit.

WHERE YOU ARE NOW

Readiness profile

Each answer is scored from 1 to 4. The six factors combine into a maximum score of 24. The profile shows where a controlled pilot may move quickly and where operating improvements should come first.

Readiness factor	Score	What your answer indicates
Systems integration	3 / 4	Some systems integrate, but handoffs may still require manual work.
Data access	3 / 4	Reports are available, although access still takes some effort.
Process automation	2 / 4	Many tasks remain manual and offer a clear improvement opportunity.
Reporting speed	3 / 4	Important reporting can be produced within hours.
Leadership understanding	3 / 4	Leadership has a basic working understanding of AI.
Change readiness	3 / 4	Employees are generally positive about adopting new technology.

Your three priorities

- Reduce manual extraction and re-keying in one high-volume process.
- Agree approved tools, data boundaries and human review points before the pilot.
- Build leadership confidence through a live use case with measured results.

START WITH USEFUL WORK

Five practical opportunities

These are hypotheses to investigate, not automatic recommendations. Validate each one against process volume, data sensitivity, available systems, customer impact and the cost of the current work before investing.

01	Automate recurring report preparation while keeping a person responsible for final approval.
02	Summarise documents and correspondence using an approved workspace with clear data rules.
03	Draft first versions of routine customer and internal communications for human review.
04	Create a searchable internal knowledge assistant from current policies and process guidance.
05	Use structured analysis to identify recurring delays, exceptions and service issues.

Actions for the next 30 days

- Choose one process and record its weekly volume, time, rework and error rate.
- Name a business owner and define the result the pilot must improve.
- Confirm which data and systems the pilot may use before testing begins.
- Test with a small user group and review every output during the first month.

How to measure the pilot

Record current cycle time, labour effort, error or rework rate and customer or employee impact before changing the process. Run one bounded pilot with a named owner, then compare the same measures after 30 days. Include adoption and exception rates so apparent time savings do not hide extra review work.

A CONTROLLED PATH TO VALUE

Ninety day roadmap

Timing	Focus	Deliverable
Days 1 to 30	Choose and baseline	A prioritised use case, baseline measures, approved data boundary and named owner.
Days 31 to 60	Build and test	A working pilot used on real but controlled tasks, with exceptions logged and reviewed.
Days 61 to 90	Measure and decide	Measured results, user feedback and a decision to stop, improve or scale the workflow.

Controls to put in place

- Name a business owner who remains accountable for every AI-assisted output.
- Define which company and customer data may be used, and which tools are approved.
- Require human review before content, decisions or changes reach customers or core systems.
- Keep a simple record of errors, exceptions, time saved and user feedback during the pilot.

Value expectations

The assessment alone cannot support a financial return estimate. A credible business case requires process volumes, labour time, current error costs, implementation cost and adoption assumptions. Use the first pilot to establish those figures.

TURN THE RESULT INTO ACTION

Recommended next step

Begin with the Leadership Workshop if you need help choosing the first use case and agreeing the controls. If one suitable process is already clear, move directly to a scoped 30-Day Pilot.

Choose the level of support

AI Playbook £79

Self-guided templates for selecting and planning your first use case.

Leadership Workshop £499

A 90-minute working session to rank opportunities and agree the first move.

30-Day Pilot From £2,500

Hands-on support to design, launch and measure one controlled workflow.

Book a conversation

Visit theaiplaybook.org or reply to the email that delivered this report. Bring one process that is slow, repetitive or difficult to scale; we will use it to test whether an AI pilot is worth pursuing.

Prepared by The AI Playbook

Practical AI adoption for UK small and mid-sized businesses