

Getting ready for your AI transformation

A quick guide for HR, OD and L&D to help leaders facing AI transformations

Use these questions with business and technology colleagues to assess a proposed AI initiative, identify gaps and decide what needs more consideration.

☐	1. Strategic alignment	Can you draw a clear line between the organisation's strategic aims, the function's goals and what this AI initiative will achieve?
☐	2. Scalability	If the pilot succeeds, can it scale to the extent you need? Consider the data, technology, costs, support and capability required beyond the pilot.
☐	3. Impact and decision-making	Is this a small, contained use case where you can decide quickly and learn, or a significant change requiring wider consideration and approval? Match the decision process to its potential impact and risk.
☐	4. Data readiness	Do you have the right data, in the right place, at sufficient quality? Can it be accessed by the people and systems that need it, with appropriate permissions?
☐	5. Technology readiness	What technology will you need? Is it already available internally, or will you need something new? Is it compatible with your existing systems and workflows?
☐	6. Talent and skills	Do you have the skills to build, implement, operate and maintain this? Where are the gaps, and will you build capability internally, recruit or borrow expertise?
☐	7. Vendors and partners	Which suppliers or partners will you need—for technology, implementation, consulting or capability development? What will each provide, and what will remain your responsibility?

☐	8. Risk and oversight	What could go wrong, including a data breach, inaccurate output or operational failure? What would the operational and reputational consequences be? Establish oversight, human review and escalation appropriate to the risk.
☐	9. Delivery and change support	Do you have the capacity and support to deliver the implementation and help people adopt it? Consider changes to processes, responsibilities, communication, learning and ongoing support.
☐	10. Wider implications	What else will change as a result? Examine effects on roles, workload, decisions, customers and other teams—including unintended or negative consequences.
☐	11. Stakeholder engagement	Who needs to shape, approve, use or be informed about the change? How will you involve them, understand their concerns and keep them engaged?
☐	12. Leadership and ownership	Who will lead the initiative, make decisions and remain accountable for its outcomes? Who will be the point person for AI governance? Are responsibilities clear across business, technology, HR and other involved functions?
☐	13. Success measures	What would make this a success? Agree the baseline, intended outcomes, KPIs and review points—including the evidence needed to decide whether to scale, adjust or stop.

Use the checks to prioritise your AI initiatives.

Taken together, they help you and leaders across the business assess where to focus and invest, what can move quickly and what needs further work.

Then deepen the people assessment.

From an HR, OD and L&D; perspective, explore the capabilities, culture, leadership behaviours and ways of working needed to deliver the change well.

