

AI Readiness Checklist for IP Teams

People & Change Readiness

- Is there leadership commitment to operational change and AI adoption?
 - Does the organization have a clear appetite for change—and alignment on why AI matters now?
 - Does your team have the skills and confidence to supervise, validate, and trust AI assisted outputs?
-

Data Foundations

- Is your data clean, structured, and consistently classified across documents and events?
 - Is your data accessible from a central system rather than scattered across tools and formats?
 - Do you have ongoing data quality monitoring—not just one-off cleanup efforts?
 - Is there clear ownership and governance around data access and use?
-

Processes & Workflows

- Are workflows documented and consistently followed across teams?
 - Do processes vary by individual, or are they standardized and repeatable?
 - Do you understand where your biggest bottlenecks, rework loops, or handoff delays occur?
-

Technology Readiness

- Can your existing systems integrate smoothly with AI enabled tools?
 - Do you have sufficient visibility today across deadlines, data, and communications?
-

If several boxes remain unchecked, there is an opportunity to strengthen some of these foundational areas so AI can deliver meaningful, sustainable impact across IP operations.

Additional content you might like:

- [Built to Lead in the AI-Era](#)
- [AI Strategy Roadmap | Microsoft AI](#)
- [AI Readiness: A CEO Mandate and Organizational Roadmap for Success](#)