![OpenSesame®]

AI Implementation Readiness Checklist

**Not sure if you're ready for
AI in your organization? Start here.**

This checklist will help you figure out where you are…and what to tackle next, based on proven AI in L&D strategies.

Strategic readiness: Set the vision

Start by tying skill-building to what matters most: business goals and workforce needs.

AI isn't a shiny tool, it's a lever for real business change. Before you roll anything out, make sure your goals, champions, and roadmap are clear.

☐ **Have we defined why we want AI?**
Outline the big goals: cost savings, faster onboarding, better engagement—
whatever matters most right now.

☐ **Do we know what problem AI is solving?**
Name the pain points you want to address and how AI can help you reduce some of the burden.

You can choose to start smaller by using AI to address your L&D issues, or–to see an even bigger impact–evaluate training your teams to use AI strategically in their day-to-day.

☐ **Do we have leadership support?**
Loop in an executive sponsor. Even better if they'll champion the rollout.

☐ **Who's going to lead this internally?**
Choose a few AI-curious allies across departments. They don't need to be experts, just engaged.

☐ **Do we know what others in our industry are doing?**
Find 1–2 examples from peer organizations. A great way to source these includes networking groups on LinkedIn or Slack, or even asking some of your vendors (including OpenSesame!)

☐ **Is there a big-picture timeline or plan?**
Map a rough path: start small (like reducing the load to build custom courses using AI tools – they're plentiful and often very inexpensive), then expand.

☐ **What's Plan B (and C)?**
Think ahead: how will you adapt if goals shift or tools scale faster than expected?
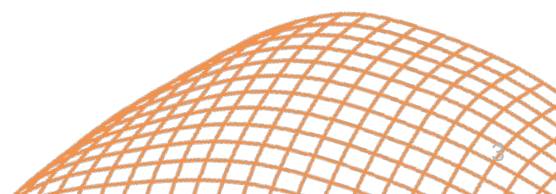
Tech check

Yes, AI needs a strong technical foundation—but it's not just a tech stack issue. It's a human learning challenge. Making sure your infrastructure is AI-ready helps you scale support for real people, doing real work.

☐ **Is budget set aside for this?**
You don't need millions. Start with a pilot, then show what better outcomes (and fewer headaches) are worth.

☐ **Do we have the right people?**
You don't need a team of data scientists. You need someone curious, strategic, and willing to partner with vendors who do speak AI.

☐ **How will we measure success?**
Focus on quick wins. Faster course delivery, more engagement, fewer learner complaints all count.

Budget and resource check

Let's be honest—AI has traditionally lived in the IT department. But today, it's about more than systems and servers. It's about people. As the workforce changes, your ability to deliver personalized, scalable learning and to get the teams using AI as an efficiency tool will determine whether your organization keeps up or gets left behind.

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Team and culture check

Tech changes fast, but culture takes time. Get your team ready with open communication, relevant training, and support that builds confidence.

☐ **Do employees know what's coming?**
Communicate early and clearly. Be honest and clear: this is about helping them, not replacing them.

☐ **Do we have a plan to build AI fluency?**
Offer training, especially role-specific and bite-sized. Focus on "what's in it for me." OpenSesame has lots of lists to help you identify the right courses for your team.

☐ **Are we ready to manage change?**
Prepare for questions (and some resistance). Create feedback channels and be prepared to help.

Data check

AI is only as good as the data behind it. To get meaningful insights and avoid headaches, the data you use to train it needs to be accurate, compliant, and well-managed.

- ☐ **Is our data accurate and reliable?**
  Garbage in = garbage out. Set some basic data hygiene standards.

- ☐ **Are we following data privacy rules?**
  Think GDPR, HIPAA, SOC, ISO etc. If unsure, check with legal or compliance.

- ☐ **Who owns the data?**
  Assign clear responsibilities: who approves access, who updates it, who maintains it.

Ethical and Risk Management Readiness

AI can create value…but it also introduces risk. Keep trust and fairness at the center with early legal review, clear policies, and a readiness to respond when things go sideways.

- ☐ **Have we thought through the risks?**
  Consider bias, fairness, and transparency.

- ☐ **Is our legal team involved?**
  Loop them in early to avoid surprises later.

- ☐ **Do we have a plan if something goes wrong?**
  Set up basic incident protocols (e.g., data breach response).

Vendor & solution fit

You're not expected to do this alone. The right partner can lighten your load, help you scale smarter, and ensure your AI strategy actually sticks.

- ☐ **Have we reviewed possible partners?**
  Ask about support, integrations, and what success looks like for similar clients.

- ☐ **Can we test it before we commit?**
  Pilot first. Define what a "win" would look like before scaling.

- ☐ **Do we know what features we need now (vs. later)?**
  Focus on today's problems. Extras can wait.

Final thought: You don't have to do it all at once

Pick one section. Tackle just a few items. You're not behind, you're building something that lasts.

And with the right partners at your side, you're never doing it alone.