

How ready is this workflow for AI?

Eight questions to answer before you write an AI strategy. Score one workflow at a time. Your lowest score tells you how much autonomy the AI can start with.

WORKFLOW

OWNER

DATE

How to score

1. Pick one workflow: a specific task that a specific team does today. An organization-wide score hides the answer.
2. For each dimension, circle the description that matches how the work runs now, not the plan.
3. Write the lowest of your eight scores in the box at the end. That number, not the average, sets the starting level.

1 · NOT IN PLACE

2 · PARTIAL

3 · IN PLACE

4 · PROVEN

01 Use-case clarity

Can you name the task, who does it today, and what a good result looks like?

1

"Use AI" is the goal.
No specific task is named.

2

Tasks are named,
but success isn't defined.

3

Each task has an owner and a measurable outcome.

4

Tasks have known-answer test cases and a baseline from today's process.

02 Data maturity

Is the data the task depends on reachable, accurate, and documented?

1

Data lives in spreadsheets, inboxes, or people's heads.

2

Data is in systems, but inconsistent or hard to reach.

3

Data is reachable through governed access, with known quality issues written down.

4

Data has lineage, quality checks, and an owner who answers for it.

03 Workflow repeatability

Does the work follow a pattern a person could teach a new hire?

1

Every case is handled differently. The rules are informal.

2

A pattern exists, with many undocumented exceptions.

3

Steps and decision rules are written down. Exceptions are known.

4

Exceptions are tracked and rare. The process is stable enough to measure.

04 Governance maturity

Who approves AI use on this workflow, and on what basis?

1

No policy. AI use is informal or unknown.

2

A policy exists, but isn't applied to specific use cases.

3

Use cases are risk-reviewed before launch. Allowed uses are written down.

4

Risk scoring, monitoring, and audit trails are reviewed on a schedule.

05 Security posture

Can the AI run inside your authorization boundary?

1

No path to an ATO for AI components.

2

Pilots run in sandboxes outside the production boundary.

3

An approved environment exists, and AI components are in the ATO scope.

4

Continuous monitoring covers model inputs, outputs, and access.

06 Technical foundations

Can the AI reach the systems it needs without manual handoffs?

1

Legacy systems with no APIs. Data moves by export.

2

Some APIs. Integrations are point-to-point.

3

Cloud hosting and documented APIs for the systems in scope.

4

Event-driven integration, automated deployment, and a way to swap models.

07 Delivery practices

Can the team test, ship, and roll back AI changes safely?

1

Releases are infrequent and manual.

2

Agile delivery, but no automated tests for AI behavior.

3

CI/CD with an evaluation suite that runs on every change.

4

Red-team tests and rollback are routine. Overrides feed the test set.

08 Workforce readiness

Do the people doing the work trust the AI, and know when to override it?

1

Little exposure.
Concern or
resistance is
common.

2

Some people
experiment. No
shared training or
norms.

3

Teams are trained
on the tools and on
when to escalate.

4

Reviewing AI output
is a normal part of
the job, and people
report problems.

Lowest score across all eight



What your score means

Kollabio's method, With-AI, sets an Earned Autonomy level for each AI task. The level says how much the AI does and how the person stays in control. Your lowest score sets where this workflow starts.

LOWEST SCORE	STARTING LEVEL	WHAT IT MEANS
1	Not ready yet	Fix every dimension scored 1 before AI touches this workflow. At most, try Assist with non-sensitive data while you do.
2	 Level 1· Assist	AI suggests or answers questions. The person does the work.
3	 Level 2· Draft and approve	AI prepares the work. The person reviews and approves every item.
4 on all eight	 Level 3· Review by exception	AI completes routine items. The person reviews flagged items and a sample of the rest.



Level 4, Act and audit, isn't on this table. No workflow starts there. A task earns it in production, when evaluation results and override data show the AI handles defined routine work reliably and a person can audit results instead of reviewing each one.

Why the lowest score

A workflow is only as ready as its weakest dimension. Clean data doesn't make up for no governance, and a strong policy doesn't help if the AI can't reach the system it needs. Averaging hides the gap that will stop the work.

The scorecard also tells you what to fix next. Raise the lowest dimension by one step, score again, and the starting level moves with it.

Want to talk through your scores?

Most of our engagements start with a two-week Discover stage that maps the work, task by task. Email info@kollabio.com or visit kollabio.com/approach.