

AI Production Readiness Checklist

20 questions to answer before scaling an AI initiative

A production AI system is more than a model integration.

Use these questions to test whether business value, workflow, information, control, ownership, and adoption are ready to scale.

How to use it

Mark each question Ready, Needs evidence, or Not yet.

Do not average away a critical gap. Turn every uncertain answer into an owner, an evidence request, and a next decision.

01 Is the business or user problem specific and consequential?

☐ Ready ☐ Needs evidence ☐ Not yet

02 Is there a measurable baseline for the current workflow?

☐ Ready ☐ Needs evidence ☐ Not yet

03 Is an executive or operational owner accountable for the outcome?

☐ Ready ☐ Needs evidence ☐ Not yet

04 Is the target user and moment of use clearly defined?

☐ Ready ☐ Needs evidence ☐ Not yet

05 Has the end-to-end workflow, including exceptions, been mapped?

☐ Ready ☐ Needs evidence ☐ Not yet

06 Will the system recommend, generate, decide, or take action?

☐ Ready ☐ Needs evidence ☐ Not yet

07 Are required data and knowledge sources identified and accessible?

☐ Ready ☐ Needs evidence ☐ Not yet

08 Are authoritative sources, owners, and update cycles defined?

☐ Ready ☐ Needs evidence ☐ Not yet

09 Are access permissions enforced throughout the information path?

☐ Ready ☐ Needs evidence ☐ Not yet

10 Does the evaluation set represent real and difficult cases?

☐ Ready ☐ Needs evidence ☐ Not yet

11 Are quality thresholds connected to the task and its consequences?

☐ Ready ☐ Needs evidence ☐ Not yet

12 Can unsupported, incomplete, or unsafe outputs be detected?

☐ Ready ☐ Needs evidence ☐ Not yet

13 Is human oversight proportional to operational risk?

☐ Ready ☐ Needs evidence ☐ Not yet

14 Are escalation, fallback, and recovery paths designed?

☐ Ready ☐ Needs evidence ☐ Not yet

15 Are security, privacy, and compliance requirements documented?

☐ Ready ☐ Needs evidence ☐ Not yet

16 Can operators trace decisions, evidence, and system behavior?

☐ Ready ☐ Needs evidence ☐ Not yet

17 Are latency, reliability, and cost acceptable for the workflow?

☐ Ready ☐ Needs evidence ☐ Not yet

18 Do users understand when to use, challenge, or bypass the system?

☐ Ready ☐ Needs evidence ☐ Not yet

19 Are training, support, and change ownership funded?

☐ Ready ☐ Needs evidence ☐ Not yet

20 Can business impact and unintended effects be measured after launch?

☐ Ready ☐ Needs evidence ☐ Not yet

Turn gaps into a production plan

Choose the three questions with the greatest consequence or uncertainty.

For each one, record the evidence needed, accountable owner, and next decision.

PRIORITY 1

GAP / UNCERTAINTY _____

EVIDENCE NEEDED _____

OWNER AND NEXT DECISION _____

PRIORITY 2

GAP / UNCERTAINTY _____

EVIDENCE NEEDED _____

OWNER AND NEXT DECISION _____

PRIORITY 3

GAP / UNCERTAINTY _____

EVIDENCE NEEDED _____

OWNER AND NEXT DECISION _____

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