

# AI Impact Maine — ai-readiness-checklist (preview)

## MAINE BUSINESS AI READINESS CHECKLIST

### Sample Preview Version

△ **WATERMARK NOTE:** This is the sample preview version. The full version includes a comprehensive 30-question assessment, detailed scoring guide, personalized implementation roadmaps, and benchmarking against Maine and national averages.

**Document Type:** AI Maturity Assessment (Sample)

**Audience:** Maine small businesses

**Read Time:** 10 minutes (full version is 45 minutes)

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### WHAT'S IN THIS SAMPLE

**Included in this preview:** - Overview of the 5 assessment dimensions - Sample questions from each section - Quick scoring guide - General recommendations

**NOT included in this preview:** - All 30 detailed questions - Complete scoring spreadsheet - Detailed implementation roadmap - Benchmarking data and comparison - Section-by-section improvement strategies - Personalized score interpretation

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### THE 5 AI READINESS DIMENSIONS

#### 1. Strategy & Leadership (Are your leaders aligned on AI?)

Sample questions: - Does your leadership team view AI as strategic? - Have you identified specific AI use cases? - Have you budgeted for AI?

**Your organization strength:** \_\_\_\_\_

#### 2. Technology & Infrastructure (Are your systems ready?)

Sample questions: - Is your data integrated across systems? - Do you have cybersecurity in place? - Have you started using any AI tools?

**Your organization strength:** \_\_\_\_\_

#### 3. Skills & Talent (Do you have people who can lead this?)

Sample questions: - Do you have staff with AI expertise? - Is AI training available? - What's your team's AI literacy level?

**Your organization strength:** \_\_\_\_\_

#### 4. Data & Governance (Is your data clean and protected?)

Sample questions: - How clean and usable is your data? - Do you have data privacy policies?  
- Do you understand your regulatory requirements?

**Your organization strength:** \_\_\_\_\_

#### 5. Culture & Change Management (Is your team ready?)

Sample questions: - What's your organization's attitude toward AI? - Do employees understand AI benefits? - How well do departments collaborate?

**Your organization strength:** \_\_\_\_\_

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### QUICK ASSESSMENT: WHERE ARE YOU?

**Answer YES or NO to these quick questions:**

#### Strategy (Leadership Alignment)

- Our leadership team has discussed AI strategy
- We've identified at least one AI use case
- We've budgeted money for AI initiatives

**Score: \_\_ of 3** – Leadership alignment level: [Low / Medium / High]

#### Technology (Systems Ready)

- We use cloud-based systems
- Our data is somewhat integrated
- We've done some cybersecurity hardening

**Score: \_\_ of 3** – Technology readiness: [Low / Medium / High]

#### Talent (People & Skills)

- We have at least one person with AI/data experience
- We've offered AI training to staff
- Most staff are aware of basic AI concepts

**Score: \_\_ of 3** – Skills level: [Low / Medium / High]

#### Data (Clean & Protected)

- Our data is reasonably organized
- We have data privacy policies
- We understand our compliance requirements

**Score: \_\_ of 3** – Data governance: [Low / Medium / High]

### Culture (Change Readiness)

- Staff is interested in AI/open to learning
- We have cross-department collaboration
- Our organization adapts well to change

**Score:** \_\_ of 3 – Change readiness: [Low / Medium / High]

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## SAMPLE SCORING CATEGORIES

### If You Scored Mostly “Low”

#### **You’re at the BEGINNING of your AI journey**

Next steps: - Get executive alignment on AI strategy - Identify high-impact use cases - Start AI awareness training - Begin small pilot projects

Timeline: 6-12 months to maturity

### If You Scored Mostly “Medium”

#### **You’re DEVELOPING your AI capabilities**

Next steps: - Expand use cases beyond pilots - Build AI skills across the organization - Establish governance framework - Invest in technology infrastructure

Timeline: 12-18 months to maturity

### If You Scored Mostly “High”

#### **You’re ADVANCED in AI readiness**

Next steps: - Scale pilots to production - Leverage AI for competitive advantage - Build advanced analytics capabilities - Drive organizational innovation

Timeline: Continuous optimization

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## IMPLEMENTATION ROADMAP (SAMPLE)

### For BEGINNING Organizations

**Next 3 months:** 1. Get executive buy-in 2. Identify 1-2 AI use cases 3. Start staff training 4. Create AI policy

**Next 6 months:** 1. Launch first pilot 2. Complete organization-wide training 3. Establish AI governance 4. Plan budget for next phase

### For DEVELOPING Organizations

**Next 3 months:** 1. Expand to 2-3 pilots 2. Build AI team 3. Improve data quality 4. Develop governance framework

**Next 6 months:** 1. Launch production projects 2. Scale across organization 3. Measure ROI 4. Plan advanced use cases

### For ADVANCED Organizations

**Next 3 months:** 1. Scale production deployments 2. Build competitive advantage 3. Develop advanced use cases 4. Create thought leadership

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## KEY INSIGHTS FROM THE ASSESSMENT

### Common Starting Points

Most Maine small businesses start with: - **Leadership alignment** as the first gap (strategy not yet defined) - **Skills & talent** challenges (lack of internal expertise) - **Data quality** issues (data not integrated or clean) - **Culture** concerns (change resistance or skepticism)

### High-Leverage Starting Points

The most impactful improvements for small organizations: 1. **Executive alignment** on AI strategy (fixes: budgeting, prioritization, culture) 2. **Quick wins** with low-risk AI tools (builds enthusiasm and proves value) 3. **AI awareness training** (reduces resistance, builds confidence) 4. **Data quality** improvements (enables all AI projects)

### Typical Implementation Path

Most Maine organizations follow this trajectory: 1. **Months 1-3:** Education, executive alignment, use case identification 2. **Months 4-6:** Pilot projects, tool evaluation, team building 3. **Months 7-12:** Scale pilots, governance implementation, broader adoption 4. **Year 2+:** Production deployments, competitive advantage, innovation

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## WHAT THE FULL VERSION INCLUDES

### Complete Assessment

30 detailed questions (vs. 5 quick questions in preview) 0-5 point scoring for each question Five detailed sections (25 points each) Total possible score: 125 points

### Detailed Scoring & Analysis

Maturity level interpretation (Beginning → Leading) Benchmarking: How you compare to Maine and national averages Strength and weakness identification Section-by-section scoring

## Personalized Roadmap

Customized 6-month implementation plan based on your score Quick wins for your specific gaps Investment requirements by area Timeline to maturity

## Detailed Guidance

In-depth improvement strategies for each dimension What to address first Resource requirements Success metrics and tracking

## Interactive Scoring

Spreadsheet with automatic scoring Visual charts showing strengths/weaknesses Comparison to benchmarks Easy to retake quarterly and track progress

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## FREQUENTLY ASKED QUESTIONS

**Q: How long does the full assessment take?** A: About 45 minutes to complete the questions, plus 15 minutes to review results.

**Q: Can we retake this quarterly?** A: Absolutely! That's the recommended approach to track progress.

**Q: Is this assessment confidential?** A: Yes—this is for your internal use. No data is shared externally.

**Q: How accurate is the benchmarking?** A: We've researched over 100 Maine small businesses. Results are representative but not scientifically rigorous.

**Q: What if we score low? Does that mean we can't do AI?** A: Not at all! Low scores just identify where to start. Even "Beginning" organizations can successfully implement AI with the right roadmap.

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## GET THE FULL VERSION

The complete assessment includes:

- All 30 assessment questions with scoring guide
- Automated scoring spreadsheet
- Detailed maturity level interpretation
- Benchmarking: How you compare to other Maine businesses
- Personalized 6-month implementation roadmap
- Section-by-section improvement strategies
- Quarterly tracking template

**Available in:** - Interactive Excel spreadsheet (auto-scoring) - Word document (fillable form) - Google Sheets (shareable)

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## ABOUT AI IMPACT MAINE

We help Maine businesses assess, plan, and implement AI strategically.

**Our Services:** - AI readiness assessments - Use case identification and prioritization - Implementation planning - Staff training and change management - Ongoing strategic guidance

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## NEXT STEPS

**Option 1: Take the Full Assessment** [Download Button: Get the Full Assessment]

Get the complete 30-question assessment, automatic scoring, and personalized roadmap.

**Option 2: Schedule a Strategy Call** [Schedule Consultation]

Discuss your AI readiness with our team. We'll help you understand your starting point and create an action plan.

**Option 3: Request a Consultation** [Contact Us]

Not sure where to start? Let's talk about what AI could do for your organization.

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## DESIGN NOTES FOR PDF VERSION

- Place diagonal watermark "AI Impact Maine – Sample Preview" on pages 2-5
  - Opacity: 12% (visible but not intrusive)
  - Use color for scoring categories: Green (High), Yellow (Medium), Red (Low)
  - Include sample scoring charts/visuals
  - Visual progress bars for the 5 dimensions
  - Color-coded recommendation boxes
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*This is a sample preview. The full professional version is available for download with complete assessment, scoring guide, and personalized roadmap.*