



SELLING SHOVELS

SMALL BUSINESS AI READINESS CHECKLIST 2024

Technical Infrastructure

- High-speed internet _____
- Cloud storage _____
- Software inventory _____
- Backup systems _____
- Security protocols _____

Score: __/25

Data Readiness

- Customer data _____
- Privacy protocols _____
- Backup schedule _____
- Database quality _____
- Content library _____

Score: __/25

Process Automation

- Customer Service _____
- Marketing _____
- Sales _____
- Content Creation _____
- Administrative _____

Score: __/25

Team Preparation

- Digital literacy _____
- AI training plan _____
- Role definition _____
- Change management _____
- Communication strategy _____

Score: __/25

Implementation Planning

- Budget allocation _____
- Timeline development _____
- Tool selection _____
- ROI metrics _____
- Resource planning _____

Score: __/25

TOTAL SCORE: ___/125

SCORING GUIDE: 100-125: Ready for Implementation
75-99: Nearly Ready
50-74: Preparation Needed
Below 50: Significant Work Required

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