

AI Automation Readiness Checklist

A practical self-assessment for Irish businesses considering AI automation

Work through each section below and tick the statements that are true for your business today. There are no wrong answers — this is simply a quick way to see where you stand before investing time or budget in AI automation. Add up your ticks and check the scoring guide at the end.

1. Process & Operations

- ☐ We have repetitive, rule-based tasks that consume significant staff time each week.
- ☐ We can clearly map our current workflow from start to finish.
- ☐ We know roughly how much time or cost each manual task takes.
- ☐ We've identified where delays, bottlenecks or errors commonly occur.

2. Data Readiness

- ☐ Our business records (customers, orders, invoices) are stored digitally, not on paper.
- ☐ Our data lives in a consistent, searchable system rather than scattered spreadsheets and emails.
- ☐ We have basic data protection practices in place (GDPR-compliant storage and access).

3. Systems & Integration

- ☐ We use cloud-based software (CRM, accounting, email, booking) that can connect to other tools.
- ☐ Our current systems can integrate with new tools via APIs, rather than being closed legacy systems.
- ☐ We have an IT contact, internal or external, who can support a new integration.

4. Team & Change Readiness

- ☐ Leadership is supportive of adopting new technology and changing how work gets done.
- ☐ Our team has basic digital literacy and is open to using new tools.
- ☐ We have a named person who would own and drive an automation project.

5. Budget & Goals

- ☐ We've defined what success would look like (e.g. hours saved per week, faster response times, fewer errors).
- ☐ We have a realistic budget range in mind for a pilot project.
- ☐ We're clear on whether we want a quick win or a longer-term transformation.

Your Score

Count your ticked boxes out of 16 and find your result below.

11-16 ticks: Ready to start.

You have the foundations in place for a focused AI automation pilot. Book a free strategy call and we'll map your first project.

6-10 ticks: Needs some groundwork.

A few gaps, usually around data or systems, are worth addressing first. You can start planning in parallel.

0-5 ticks: Early stage.

Focus on digitising records and mapping workflows first, then revisit automation in three to six months.

Ready to see what AI automation could do for your business?

Book a free, no-obligation AI Strategy Call with Waterford AI. We'll review your checklist results and outline a realistic first project.

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