

AI Culture Readiness Checklist

Corporate Culture Day 2026 | Ugur Ozer | Aeon AI Risks Management

Candidate use: _____ Owner: _____

Assessment date: _____ Next review: _____

1. Classify the work by what it can actually do

Employee tool use: a person initiates the task, supplies material, and acts on the output.

Copilot: AI assists inside a bounded workflow; a person retains the decision before the consequential action.

Semi-autonomous agent: the system can plan, call tools, or act across steps within delegated authority.

Record what it may access and change.

2. Test readiness against evidence

Dimension and question	Evidence / gap / owner
Evidence Have we observed performance on the real task, including failure and recovery?	_____ _____
Workflow owner Is there a named owner with review capacity and authority to intervene?	_____ _____
Users Are the people trained and available to review, escalate, and work without the AI?	_____ _____
Information Are the tools, data access, permissions, and handling rules appropriate for this use?	_____ _____
Gaps Which missing controls block operation, and which can be remedied within the decision window?	_____ _____

3. Record a readiness decision

Ready: sufficient evidence for this defined scope.

Conditional: a bounded remedy is feasible; name its owner, cost, date, and interim limits.

Blocked: the use cannot proceed safely or economically within the proposed scope.

Readiness is not release approval. Follow the organization's decision authority.

Open conditional gaps with an owner, cost, and date: ____ of ____

The 30-Day Discovery Protocol

Find the AI work already happening before drawing the roadmap.

Week 1: Make disclosure useful

Choose a small, representative group of workflows. Explain how declaring AI use will help with approved tools, training, and support. Record actual use, including AI features inside existing software. Follow applicable privacy and workplace rules.

Week 2: Triage by consequence and authority

Record the task, information accessed, actions the system can take, affected people, and consequences of error. Classify each use by actual behavior: employee tool use, copilot, or semi-autonomous agent. A product label does not establish its authority.

Week 3: Walk the workflows

Observe the highest-consequence uses with the people doing the work. Identify where review occurs, how much time it requires, who handles exceptions, and what happens when the system is wrong or unavailable.

Week 4: Establish the operating record

Create a Digital Workforce Control File for the chosen workflow. Link the investment decision where one exists. Record task boundaries, ownership, permitted authority, review capacity, incident and escalation routes, and the next decision. Freeze increases in authority until the required evidence and approvals exist.

By day 30, be able to answer: Where is AI already acting in our work, what relationship have we chosen, and what evidence would make us change that choice?

Full method: The Supervised Digital Workforce: From Shadow AI to Shared Advantage, Book 2 of AI Without Losing Control.

Samples and reader resources: airiskmanagement.ca/books

This worksheet supports a management discussion. It does not establish control effectiveness, compliance, certification, or permission to release a system.