

# AI Ops Readiness Checklist

A 1-page scorecard for ops leaders / Clearfield

**Score your operations across 4 dimensions. Rate each 0-3 and total at the bottom.**

## 01 Stack clarity

(0 = no picture, 3 = line-item inventory owned)

Do you have a current list of every paid tool, what it does, who uses it, and what it costs annually? Can you point to under-used licenses and overlapping products without asking the team? These are the dollars AI can replace.

## 02 Workflow ownership

(0 = no owners, 3 = every workflow has an owner with a measured baseline)

For your top 5 ops workflows, can you name the person responsible, the time each run takes, the systems it touches, and the failure rate? Without an owner and a baseline, any AI rollout is guesswork.

## 03 Hours at stake

(0 = total spend unknown, 3 = annual hours and fully-loaded cost documented)

Across those 5 workflows, what is the total annual hours spent? Multiplied by fully-loaded cost (0-150/hr typical for ops roles), this is the upper bound of what AI is competing with. If you have not sized this, every ROI estimate is fiction.

## 04 Build vs. buy posture

(0 = no clear position, 3 = written decision rules for in-house vs. external)

When a workflow needs automation, do you have a written rubric for when to build in-house, buy SaaS, or hire a partner? Most ops teams answer this ad-hoc, which means every AI project becomes a one-off debate instead of a portfolio decision.

## Scoring

0-4 Not ready. Standardize the basics before any AI spend.

5-8 AI-curious. A 30-min audit will surface the 2-3 workflows worth automating first.

9-12 Ready. You can write a Statement of Work and start a Discovery Sprint this quarter.

**Total: \_\_\_\_ / 12**

After you have scored it, book a 30-min audit and we will walk you through it.

[clearfieldhq.com/ai-ops-audit](https://clearfieldhq.com/ai-ops-audit)