

Maine Business AI Readiness Checklist

A readiness self-check across leadership, technology, data, staff skills, governance, and change capacity.

Audience	Maine businesses and nonprofits evaluating practical AI adoption
Best used for	Planning, staff discussion, policy development, and responsible AI adoption decisions.
Full guide	Available from this resource page as a public download.

What is inside

- Strategy and leadership questions
- Technology and data readiness prompts
- Staff training indicators
- Governance and policy checks
- Roadmap next steps

Sample guidance

This preview includes representative guidance from the full resource. Customize any templates or examples for your organization before adopting them.

1. Do leaders agree on why AI is being considered?

Why it matters: responsible AI works best when staff have clear boundaries, practical examples, and a defined human review step.

2. Are approved tools and prohibited data types documented?

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3. Can staff explain when human review is required?

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Public-use note

Do not paste confidential client, resident, employee, health, financial, legal, or protected operational information into public AI tools. Use approved systems and written data-handling rules for sensitive work.

Next steps

- Download the full guide from the resource page.
- Review the examples with leadership or the team that owns the workflow.
- Identify one low-risk process to pilot first.
- Create or update policy language before expanding use.
- Book a consultation if you want help tailoring this to your organization.

Need help applying this?

Visit aiimpactmaine.com/contact to schedule a conversation with AI Impact Maine.