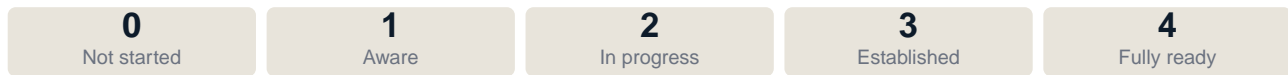


AI Readiness Scorecard

for European SMEs

Rate your organisation on each of the five dimensions below using a scale of 0–4. Add up your scores and use the guide at the bottom to understand where you stand.

SCORING SCALE



AI Literacy

Does your team understand AI basics?

01

- Staff can explain what AI tools do and how they work at a basic level
- Team has completed at least one AI awareness session or training
- Managers can identify which tasks AI could realistically assist with
- Everyone understands the limits and risks of AI-generated content

YOUR SCORE
/ 4

AI Tool Usage

Are you actively using AI tools?

02

- At least one AI tool (e.g. ChatGPT, Copilot, Gemini) is in active use
- Use cases are documented and shared across the team
- Prompt quality and output review are part of normal workflows
- You track which tools are used and for which business processes

YOUR SCORE
/ 4

AI Policy & Governance

Do you have internal AI policies?

03

- An acceptable use policy for AI tools exists and is communicated
- Clear rules on what data can/cannot be entered into AI systems
- A named owner is responsible for AI governance decisions
- Policy is reviewed and updated at least annually

YOUR SCORE
/ 4

GDPR & EU AI Act Compliance

Are you tracking regulatory requirements?

04

- You have assessed whether any AI tools you use fall under the EU AI Act
- Data protection impact assessments (DPIAs) cover AI-related processing
- Staff are aware of their obligations when using AI with personal data
- You monitor regulatory updates from your national DPA and the EU

YOUR SCORE
/ 4

AI Strategy

Do you have a plan for AI adoption?

05

- Leadership has agreed on 1–3 priority areas where AI will be explored
- A roadmap or timeline for AI adoption exists and is reviewed quarterly
- Budget or resource allocation for AI initiatives is defined
- Success metrics for AI use are identified and tracked

YOUR SCORE
/ 4

TOTAL SCORE (add up your five scores)

/ 20

SCORING GUIDE

0 – 8
Early Stage

AI adoption has not yet begun in a structured way. Start with awareness training.

Good foundations. Focus on formalising policies and expanding tool usage.

Strong progress. Refine governance, compliance tracking and strategic planning.

Excellent. You are positioned to lead on AI adoption in your sector.

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