



AI PILOT-TO-PRODUCTION READINESS CHECKLIST

A successful pilot can make production feel like the obvious next step. Bringing it to production means committing more budget, connecting to existing systems, and taking responsibility for what happens after launch. But do you have enough evidence to justify that next step?

This checklist replaces assumptions with 20 concrete questions to help you evaluate the risks and make a more informed go/no-go decision.



HOW TO USE THIS CHECKLIST

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Go through the 20 questions with people responsible for the AI pilot and its production rollout. For each question:

01 Answer the question

Choose **Yes**, **Partly**, or **No** based on what's true today.

02 Record the evidence

Note any evidence that supports your answer. A plan doesn't count as evidence. If something is only discussed or on the roadmap, mark it Partly or No.

Tip: Wherever possible, have business and technical stakeholders complete the checklist separately. Differences in their responses can expose blind spots that an individual team would easily miss.



CHECKLIST

Data readiness

Yes

Partly

No

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01

Required data sources

Have you identified every data source the AI will need in the production workflow?

Evidence

(e.g., source inventory with system names, data types, access methods)

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02

Production data quality

Have you tested the system against representative real production data and edge cases, not just clean sample tests?

Evidence

(e.g., a test dataset and results covering normal and edge cases)

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03

Data pipeline reliability

Can data move through the AI workflow without manual intervention or unexplained failures?

Evidence

(e.g., documented data flow, validation rules, and error handling)

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04

Data access and ownership

Do you know who owns each data source, and exactly what data AI has permission to access?

Evidence

(e.g., access rules, named data owners, retention requirements)

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Infrastructure & integration readiness

Yes

Partly

No

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05

Production architecture

Have you designed a dedicated production architecture rather than simply extending the pilot prototype?

Evidence

(e.g., architecture diagram with components, dependencies, failure points)

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06

System connectivity

Can the AI read and update data across your core business systems?

Evidence

(e.g., tested integrations with your CRM, ERP, ticketing, APIs)

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07

Failure handling

Do you know what happens when the AI, an integration, or a dependent system fails?

Evidence

(e.g., fallback logic, retry rules, rollback procedure)

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08

Cost at production scale

Have you estimated the infrastructure and AI costs at expected production volumes?

Evidence

(e.g., usage assumptions, model or API costs, scaling estimates)

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CHECKLIST

Governance & security readiness

Yes

Partly

No

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09

Legal & regulatory review

Have legal, security, and any relevant compliance stakeholders reviewed how the AI will work in production?

Evidence

(e.g., documented requirements, approvals, unresolved questions)

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Access controls

Does the AI have access only to the data and tools it needs to do its job?

Evidence

(e.g., IAM rules, authentication method, data access policies)

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Auditability

Can you reconstruct the exact conditions and systems context behind any given AI output down to the exact model version and prompt?

Evidence

(e.g., logging and an audit trail appropriate to the use case)

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12

Human oversight

Do you know when outputs require human review, and what happens when the AI produces an unacceptable result?

Evidence

(e.g., review thresholds, escalation rules, intervention steps)

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Team readiness

Yes

Partly

No

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13

Business ownership

Is there a single business owner accountable for the AI solution's ROI and outcomes?

Evidence

(e.g., a named owner, defined business KPI)

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14

Technical ownership

Do you have designated owners responsible for system health, AI performance, incident response, and maintenance?

Evidence

(e.g., a named technical owner and defined support responsibilities)

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15

Production skills

Does your team have the skills to manage the AI model, its integrations, data pipelines, monitoring, and security?

Evidence

(e.g., skills matrix of internal capabilities and external support needed)

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Handoff plan

If a vendor or a third-party team built the pilot, do you have a documented plan for who runs it after launch?

Evidence

(e.g., a handover plan, documentation, defined support model)

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CHECKLIST

Process readiness

Yes ☐ Partly ☐ No ☐

17

Workflow embedding

Can users complete workflows without leaving their everyday tools or maintaining manual steps in parallel?

Evidence

(e.g., workflow map of automated AI steps vs. required human review)

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18

Business impact baseline

Do you know how the process performs today and what you expect AI to improve?

Evidence

(e.g., current KPI baseline, target KPI, measurement method, report owner)

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19

AI output review workflow

Can users review, correct, reject, or escalate AI outputs when needed?

Evidence

(e.g., review workflow, escalation rule, feedback mechanism)

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20

Change management

Have you planned how users will learn and adapt to the new AI-supported workflow?

Evidence

(e.g., training plan, rollout approach, feedback process, adoption metrics)

☐ ☐ ☐

Your readiness snapshot



Area	Ready	Needs work	Not ready
Data	☐	☐	☐
Infrastructure	☐	☐	☐
Governance	☐	☐	☐
Team	☐	☐	☐
Process	☐	☐	☐

Review the four answers in each area and mark the overall status:

- ☒ **Ready** = all four answers are **Yes**
- ☐ **Needs work** = one or more **Partly** answers, with no **No** answers
- ☐ **Not ready** = one or more **No** answers, indicating a gap that should be addressed before production

YOUR NEXT ACTIONS

Turn your **Partly** and **No** answers into an action plan.

Gap	What needs to be done	Target date
1.		
2.		
3.		

Start with the gaps that could block production or create serious business risk.

Need a clearer and safer path to production?

If you’ve found issues you don’t have the time or skills to solve internally, Aimprosoft can help assess your current setup and define what it will take to move your AI solution to production.

contact@aimprosoft.com