

DEPARTMENT AI READINESS CHECKLIST

Assess where your department stands. Identify where to start.

INTEGRATION SCHEDULING & STAFFING

CURRENT STATE

- Shift schedule currently built manually
- Tool evaluated in past 12 months
- Tool configured and in use
- Conflicts caught automatically
- Time returned: _____ hrs/month

NEXT ACTIONS

- Identify highest-volume scheduling task
- Evaluate one tool (Aladtec or similar)
- Run parallel for one scheduling cycle
- Configure and transition

INTEGRATION COMPLIANCE TRACKING

CURRENT STATE

- Training compliance tracked manually
- Alerts sent automatically when cert expires
- Dashboard shows real-time status
- Last-minute scrambles eliminated
- Time returned: _____ hrs/month

NEXT ACTIONS

- Map current compliance tracking process
- Identify highest-frequency manual check
- Configure automated alert threshold
- Review dashboard weekly, not daily

INTEGRATION POLICY REVIEW & DRAFTING

CURRENT STATE

- Context document built (see Prompt Library)
- AI used for at least one policy draft
- Review process defined for AI output
- Outdated policies flagged automatically
- Time returned: _____ hrs/month

NEXT ACTIONS

- Build department context document
- Draft one policy section with AI
- Establish human review step
- Schedule quarterly policy review

INTEGRATION REPORT DRAFTING

CURRENT STATE

- Monthly/quarterly reports templated
- AI generates first draft from data
- Chief reviews and refines (not composes)
- Recurring reports automated
- Time returned: _____ hrs/month

NEXT ACTIONS

- Identify highest-frequency recurring report
- Build template with AI prompts
- Test one full cycle before transitioning
- Protect time returned for leadership work

INTEGRATION GRANT RESEARCH

CURRENT STATE

- AFG/SAFER/FP&S deadlines tracked
- Grant monitoring tool in use
- AI used for application narrative drafts
- Eligibility screening automated
- Grants submitted this year: _____

NEXT ACTIONS

- Set up Grants.gov deadline alerts
- Evaluate Instrument1 or similar
- Draft one AFG section with AI
- Build grant calendar for next 12 months