

AI-Ready Workforce Pack

Readiness checklist — 20 checks across 5 categories. Nothing proceeds until every box is honestly ticked.

Pack	AI-Ready Workforce Pack
Document	Readiness checklist (20 items)
Use	Gate reviews · phase entry criteria · go/no-go
Date	2026-09

AnovaCloud — Engineering the AI-Native Enterprise. Frisco, Texas. This pack is a working instrument, not a brochure: complete it with your team, score honestly, and bring it to your discovery call. © 2026 AnovaCloud.

BASELINE & SEGMENTATION

Baseline & segmentation

☐

Skills baseline done

Evidence-based fluency map; champions identified and allocated.

☐

Role-impact map signed

Roles segmented by AI impact depth; reskill paths for shrinking roles.

☐

Gap priorities set

Top-5 skill gaps ranked by business impact, with owners.

☐

Success metrics defined

Enablement measured by shipped artifacts and skill deltas, not completions.

ENABLEMENT DESIGN

Enablement design

☐

Role-segmented paths

Builder / leader / generalist paths defined with different depths.

☐

Hands-on reps

≥70% of enablement time is building in sandboxes with review.

☐

Time allocated

Explicit learning time; not 'in your spare time'.

☐

Playbook repo live

Internal patterns captured; contributions recognized.

TOOLING & SAFETY

Tooling & safety

☐

Approved stack published

Models, assistants, and frameworks approved with data rules.

☐

Sandboxes with guardrails

Safe environments: no prod data, cost caps, logging on.

☐

Usage policy attested

Team has read and attested the AI usage policy.

☐

Lightweight review

New-AI-use review exists with <1-week cycle time.

SHIPPING

Shipping

☐

Pilot builds shipped

Cohort ships real internal tools/features during enablement.

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Reviews by champions

Champion review on every shipped AI artifact.

☐

Demos cadence

Regular demos spread learning and surface patterns.

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Incident learning

Near-misses reviewed blamelessly; lessons into the playbook.

SUSTAIN

Sustain

☐

Skill reassessment

Baseline re-run at 90 days; deltas reported.

☐

Hiring plan current

Must-hire roles in flight; interview bar calibrated.

☐

Retention actions

Upskilled talent has growth paths and market-aware comp review.

☐

Partner KT verified

Contractors transferred knowledge (demos, docs, paired work) — verified, not assumed.

SIGN-OFF

Checked means done, not planned

Each category owner initials when every item is complete with evidence attached. Items marked N/A need a written reason — 'not applicable' without justification scores as incomplete.

Baseline & segmentation	Owner _____	Date _____
Enablement design	Owner _____	Date _____
Tooling & safety	Owner _____	Date _____
Shipping	Owner _____	Date _____
Sustain	Owner _____	Date _____