



AMDR AUTOMATE AI

SCORECARD · FOR EXECUTIVES EVALUATING AI AUTOMATION

The AI Orchestration Readiness Checklist.

Twenty statements across five dimensions. Fifteen minutes with a pen tells you whether your organization is ready to automate — and exactly where the gaps are before you spend a dollar.

Score each statement 0, 1, or 2

0 = not true today · 1 = partly true · 2 = clearly true. Be harsh — an inflated score only costs you later. Total the five sections on the last page.

Dimension 1 • Process clarity / 8

- ☐ We can name our five most repetitive weekly workflows without a meeting.
- ☐ At least one of those workflows has written steps someone new could follow.
- ☐ We know roughly how many hours each of those workflows consumes per week.
- ☐ We know what an error in each workflow costs — in money, time, or trust.

Dimension 2 • Data access / 8

- ☐ The data those workflows touch lives in systems with logins — not in one person's head or a personal notebook.
- ☐ Our core tools (email, sheets, CRM, accounting) are cloud-based or have APIs.
- ☐ We could export the last 12 months of a key dataset today if asked.
- ☐ Customer and financial data are not duplicated across conflicting copies — or we know which copy is truth.

WHY THESE TWO COME FIRST

Automation multiplies whatever it is pointed at. A clear process with accessible data multiplies into leverage; a vague process with trapped data multiplies into faster chaos.

Dimension 3 • People & ownership / 8

- ☐ One named person owns each candidate workflow end-to-end today.
- ☐ That person is enthusiastic — or at least willing — about automating it.
- ☐ Someone internal can be the system's day-to-day point of contact after launch.
- ☐ Leadership agrees on what "success" means for the first automation, in one sentence.

Dimension 4 • Governance & risk / 8

- ☐ We know which data is confidential or regulated, and where it may not travel.
- ☐ We can name the steps where a human must review before anything goes out.
- ☐ If the automation stopped tomorrow, we have a manual fallback for a week.
- ☐ Someone is accountable for reviewing the system's output quality monthly.

Dimension 5 • Economics / 8

- ☐ We have estimated the loaded annual cost of the manual workflow (hours × rate × 50).
- ☐ We have a budget range in mind for a first build — and it is smaller than that annual cost.
- ☐ We think in payback periods, not perfection: 6–12 weeks to first value is acceptable.
- ☐ We are willing to start with one workflow, not an enterprise-wide transformation.

What your total means

TOTAL (OF 40)	READING	RIGHT NEXT MOVE
32–40	Ready. You have automatable processes, reachable data, and owners.	Pick the highest-pain workflow and scope a first build now — every month of delay has a known cost.
22–31	Nearly ready. One or two dimensions are soft — usually governance or data.	Fix only the gaps attached to your first workflow, not the whole company. Then build.
12–21	Foundations first. Automation now would multiply confusion.	Document one process, consolidate its data, name an owner. That work pays off even if you never automate.
0–11	Not yet — and that's useful to know.	You just saved yourself an expensive false start. Revisit in a quarter with one process documented.

The pattern we see

Most organizations score 24–30: strong on economics and enthusiasm, soft on process documentation and human-review points. Both are fixable inside the first engagement — if you know they're soft going in.

A note on vendors

Bring this scorecard to anyone you evaluate — including us. A serious partner will want your low scores on the table before proposing anything. Anyone who doesn't ask is selling software, not outcomes.

Scored 22 or above?

Bring your completed checklist to a free automation audit — we'll map your first build against it, live.

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