

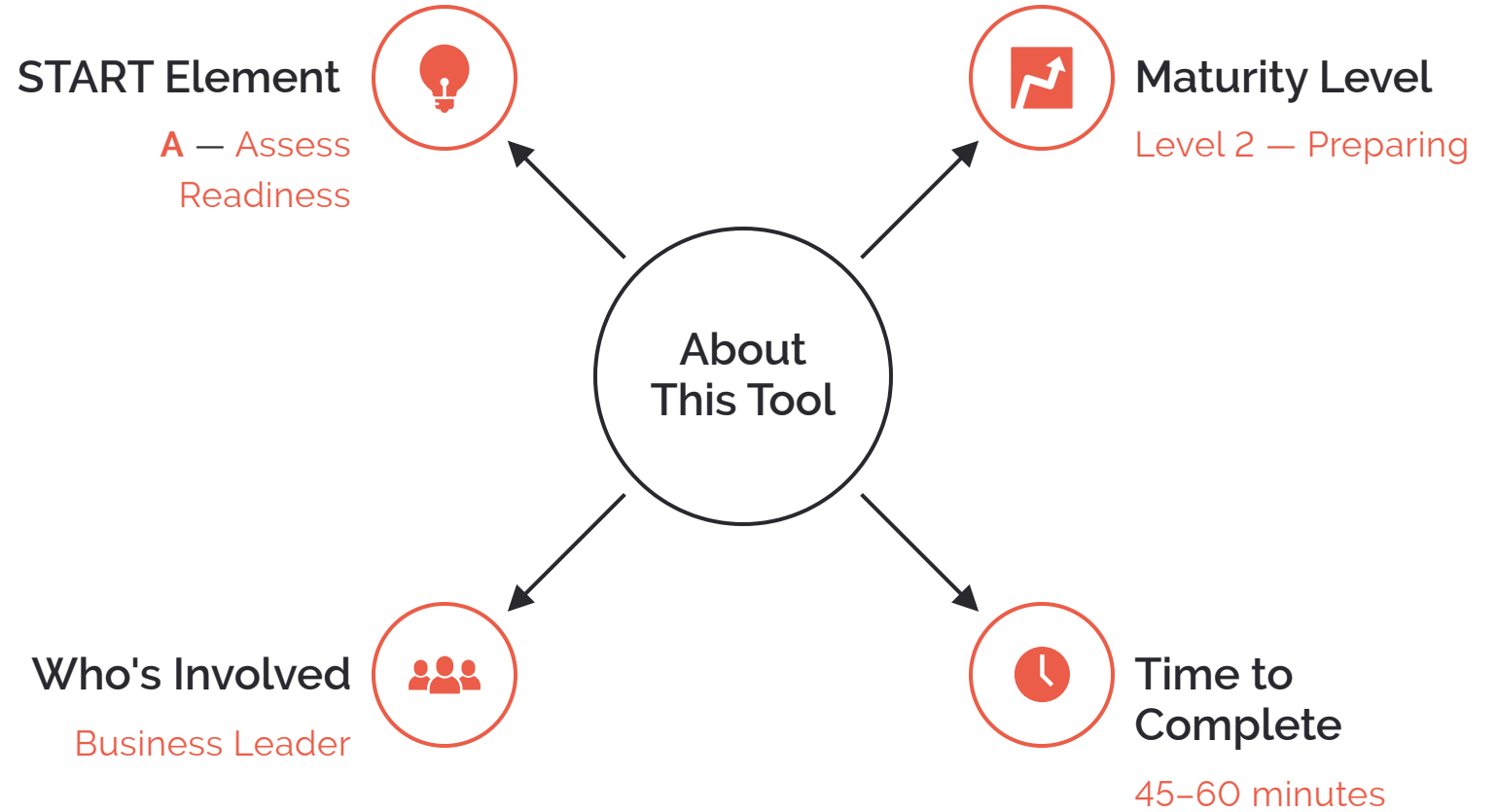


Readiness Gap Summary

Turn your Readiness Assessment scores into a clear, prioritised action plan.

Readiness Gap Summary

The tool that surfaces leadership gaps before they become pilot failures.



What you'll leave with: A prioritized action plan for closing your readiness gaps — with owners, timelines, and clear next steps.

Readiness Gap Summary

A readiness score **without an action plan** is just a diagnosis. This is the treatment.



What is it?

A structured template that takes your AI Readiness Assessment scores across all five dimensions and turns them into a concrete, prioritised action plan



Why Use it?

95% of AI initiatives that fail do so because of weak organizational readiness - not weak technology. Knowing where your gaps are is only half the work. Closing them is the other half.

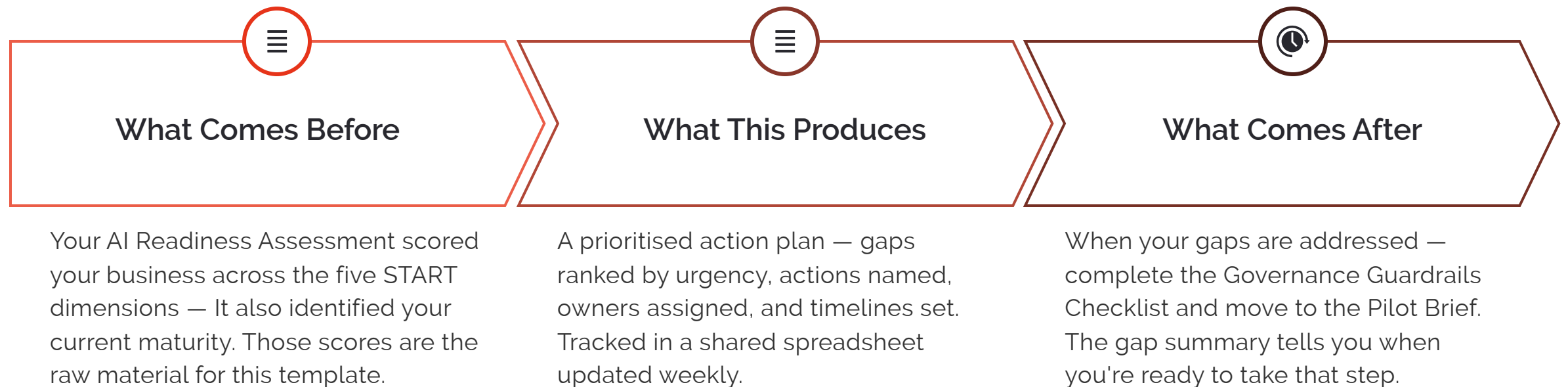


Benefits

A clear picture of what needs to happen before your pilot — in what order, with whom, and by when. So you build on solid foundations rather than wishful thinking.

Where This Fits

The gap summary is the bridge between your assessment and your pilot.



A gap without an owner and a deadline is just an observation. This template turns observations into actions.

What You Need Before You Use This

This template requires one thing.



AI Readiness Assessment (25Q) ✓

Your completed assessment with scores across all five dimensions. If you haven't completed it, do that first. This template is the next step, not a shortcut around the assessment.



Assessment Details

The assessment is available free at www.thestrategicmind.ai. It takes 25 minutes and produces a score across five dimensions. Bring those scores to this session.

Your assessment scores are the raw material. This template is what you build with them.

Five START Dimensions

Each One Matters.

Mastering AI Implementation



S — Set the Vision

Does your leadership have a clear shared AI direction — with genuine commitment and resource behind it?



T — Target Use Cases

Can your business identify, evaluate, and prioritise AI use cases against business outcomes?



A — Assess Readiness

Is your data, governance, and operational infrastructure ready to support AI?



R — Run a Pilot

Does your business have the capability, process, and discipline to run a structured AI pilot?



T — Turn into Value

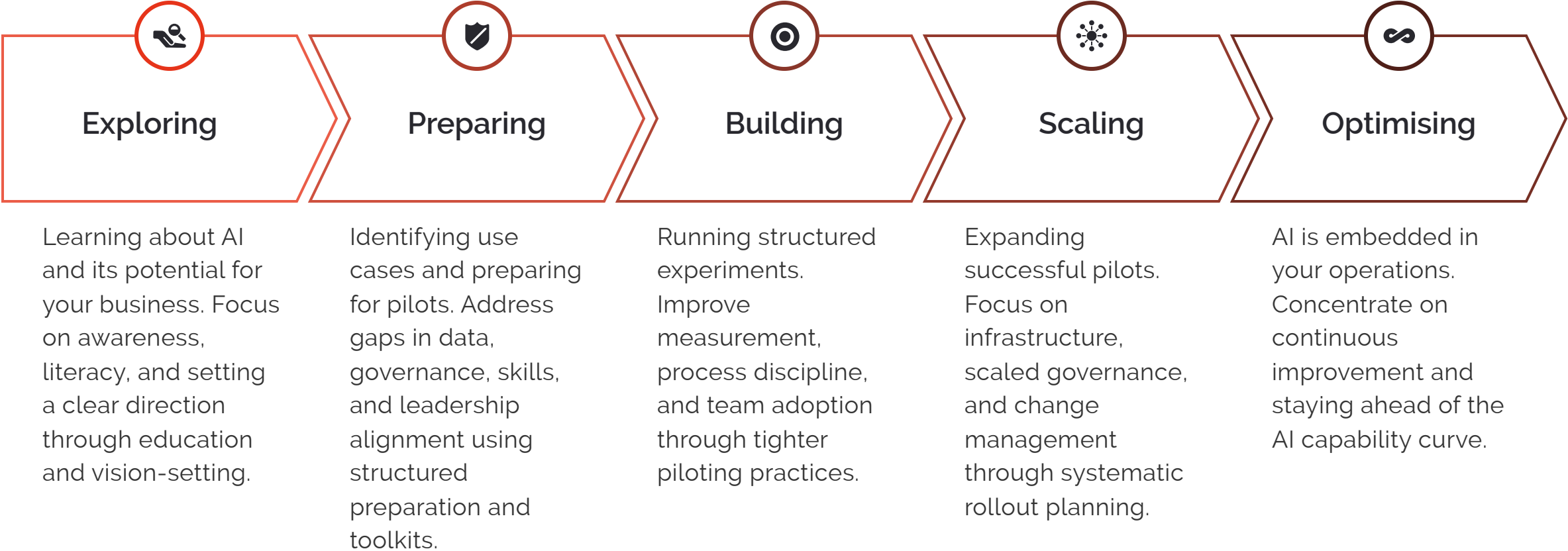
Can your business measure, quantify, and act on the value AI delivers?

A LOW SCORE IN ANY DIMENSION DOESN'T MEAN YOU CAN'T START.

It means you know what to fix first.

AI Journey Maturity

Understanding Your Position and Addressing Gaps



Your maturity level indicates your current stage, while your gap scores highlight the obstacles hindering your progress.

What Your Scores Are Telling You

Score Interpretation and Action

1

Score 4–5 — Strong

Minor gaps only. These dimensions are ready. Note any small improvements but don't let them delay your pilot.

2

Score 3 — Developing

Something exists but it's incomplete or inconsistent. Address the specific gap before committing to a pilot. These are your medium-priority actions.

3

Score 1–2 — Significant Gap

This dimension needs dedicated attention. A pilot built on a score of 1–2 in any dimension is likely to fail for reasons unrelated to the AI use case itself. These are your priority actions.

Any score of 1–2 must be addressed before your pilot starts. No exceptions.

Prioritise the gaps that block your use case

1

Read your gaps through the START lens

A low score in T — Target Use Cases — matters if you haven't identified a strong use case yet. A low score in A — Assess Readiness — matters if your data or governance isn't ready. Always connect your gaps to your specific position in the START journey.

2

The order of priority

- S gaps block everything — leadership direction must come first.
- A gaps block the pilot directly — data and governance next.
- T, R, and T gaps affect quality and value — address alongside or immediately after.

3

Progress over perfection

You don't need a 5 in every dimension before you pilot. You need to be above the minimum threshold in the dimensions that matter most for your next START step.

A business at Preparing maturity with one clear use case is better positioned than one at Exploring with perfect scores.

Your Priority Action Plan

Transfer your assessment scores into the table. For each dimension scoring below 4 — complete the gap description, root cause, action, owner, and timeline columns.

START Dimension	Your score	Gap description	Root cause	Action	Owner	Timeline
S — Set the Vision						
T — Target Use Cases						
A — Assess Readiness						
R — Run a Pilot						
T — Turn into Value						

Name the owner and the deadline before you close this session. A gap without both is still just an observation.

Common Gaps and How to Close Them

The most common gaps — and the most common fixes.



- **Leadership and Vision**

Gap: No shared direction. **Fix:** Complete the AI Vision Starter Canvas and Leadership Alignment Scorecard.

- **Data**

Gap: Data exists but isn't clean or accessible. **Fix:** Spend two weeks auditing and organizing the data needed for your chosen use case before the pilot begins.

- **Skills**

Gap: Team hasn't used AI tools before. **Fix:** Run Your First AI Week before the pilot. Build confidence before you build a process.

- **Governance**

Gap: No agreed rules. **Fix:** Complete the AI Governance Guardrails Checklist. It takes 45 minutes and closes the most common governance gap immediately.

- **Culture**

Gap: Team not engaged or resistant. **Fix:** Getting Your Team on Board — before the pilot, not during it.

The fix for most readiness gaps already exists in the TSM library. Use it.

Common Gaps and How to Close Them

- **S — Set the Vision**

Gap: No clear shared AI direction or leadership commitment beyond good intentions. **Fix:** AI Vision Starter Canvas and Leadership Alignment Scorecard. Run both before anything else moves forward.

- **T — Target Use Cases**

Gap: Ideas but no structured way to evaluate or prioritise them. **Fix:** Use Case Idea Capture Sheet followed by the Prioritisation Matrix. These tools do the work for you.

- **A — Assess Readiness**

Gap: Data not organised or accessible. Governance rules not defined. **Fix:** Governance Guardrails Checklist for governance. Two-week data audit for the specific use case data needed.

- **R — Run a Pilot**

Gap: No structured pilot process. No clear ownership or measurement. **Fix:** Pilot Brief (Lite) and Value Definition Worksheet. Complete both before starting any experiment.

- **T — Turn into Value**

Gap: No baseline. No clear definition of what success looks like. **Fix:** Value Definition Worksheet. Establish the baseline before the pilot starts — not after.

The fix for most START dimension gaps already exists in our tool-kit. Use it.

Before Your Pilot — Three Priorities



Priority 1 — Address Blockers

Target scores: 1–2. Action: Name the gap, assign owner, set a two-week deadline.

Condition: Do not start the pilot until resolved.



Priority 2 — Close Development Areas

Target scores: 3. Action: Set a 30-day plan. Impact: Will affect pilot quality if unaddressed.



Priority 3 — Confirm Strengths

Target scores: 4–5. Action: Note what's working. Caution: Don't take strong dimensions for granted, especially culture.

Progress over perfection. You don't need a perfect score. You need an honest one.

The Strategic Mind

— START SMART. STAY STRATEGIC —