

# PMO AI Readiness Checklist

## A quick way to assess if your PMO is set up to successfully adopt AI

Before layering AI into your PMO, it's important to understand whether your current processes, data, and team workflows can support it. Use this quick checklist to identify where you're ready and where you may need to stabilize first.

### Are You Ready for AI in Your PMO?

Yes No

Do you have a standardized status reporting format used consistently across all projects?

Is your project data (status, risks, milestones, resources) regularly updated and reasonably complete?

Do teams follow a defined and consistent intake process for new work?

Are project statuses (e.g., green, yellow, red) clearly defined and used consistently across teams?

Is your project and portfolio data centralized or easily accessible (not spread across multiple disconnected tools)?

Do your project managers follow similar workflows for reporting, risk tracking, and updates?

Does your team trust the accuracy of the data used for reporting and decision-making?

Are you already using tools with built-in AI capabilities (i.e., Copilot) in daily workflows?

### What Your Results Mean

#### Mostly Yes

You're in a strong position to start layering AI into your PMO. Focus on one or two high-impact areas, like reporting or risk analysis, and build from there.

#### A Mix of Yes and No

You're on the right track, but a few gaps may limit how effective AI will be. Focus on improving consistency in your processes and data before expanding AI usage.

#### Mostly No

Begin to Prep for AI by standardizing core processes (i.e., reporting & intake) and improving data quality to create a strong foundation for future AI adoption.

### Not sure where to start?

We help organizations assess their current state and build a practical path to adopting AI in a way that actually works. Book a free consultation to explore what's possible for your business.