

AI Automation Readiness Checklist & Your 90-Day Rollout Roadmap

A practical worksheet for mid-sized businesses planning AI workflow automation

Use this to score whether your organization is ready to automate, pick the right first processes, and sequence a realistic 90-day rollout. Print it, or fill it in with your operations and finance leads.

Prepared by Arka Softwares · arkasoftwares.com

1. Readiness Check

If you can tick at least 6 of these, you're ready to start Phase 1. Gaps here are your pre-work, not blockers to panic over.

- We have a defined, repeatable process currently done manually.
- That process happens often enough that manual labor cost is significant.
- The systems involved expose API access (or a clean import/export path).
- The data the automation needs is reasonably clean and consistently formatted.
- The data lives in a system, not in someone's head or a personal spreadsheet.
- We can name one owner accountable for the workflow after launch.
- We're comfortable keeping a human-review step for the first few months.
- Leadership agrees on one measurable goal (hours saved, errors cut, faster response).
- The affected team has been told what's changing and why.
- We can measure the process today (baseline time, error rate, volume).

2. Process Prioritization

List your candidate processes and score each 1–5 on volume, rule-clarity, and (inverse) risk. High-volume, clear-rule, low-risk tasks are your first 30 days.

[illegible]

3. Your 90-Day Roadmap

Days 1–30 — Crawl

Single-system, rules-based quick wins. Build momentum and clean data.

- Pick 3 quick-win processes from your prioritization table.
- Audit and clean the data each one depends on.
- Ship them; capture before/after metrics.
- Assign an owner to each automation.

Days 31–60 — Walk

Cross-system workflows connecting two or more platforms.

- Map every system each workflow must read from / write to.
- Confirm API access and rate limits before building.
- Build with integration testing; watch override rates.
- Review results with stakeholders; decide what scales.

Days 61–90 — Run

AI-driven judgment tasks with a human in the loop.

- Introduce AI drafting/classification on one high-value process.
- Keep a human-approval gate on anything consequential.
- Track task completion, override frequency, cost per task.
- Document what worked; plan the next quarter.

4. Budget Reference

Company size	First-phase budget	Typical timeline
50–100 employees	\$15,000–\$35,000	6–8 weeks
100–300 employees	\$30,000–\$80,000	8–12 weeks
300–1,000 employees	\$80,000–\$250,000	3–6 months

Planning estimates for a first meaningful phase (a handful of automations plus integration and guardrails). Add ~30–50% of the build for year-one running cost.

Want us to fill this in with you? Arka Softwares runs a free AI Workflow Opportunity Assessment — book it at arkasoftwares.com/book-a-call.