

Organisational Self Assessment on Generative AI Capabilities



Self assessment tool for staff driving the topic of Generative AI (Gen AI) application within an organisation.
For each statement, rank the organisation on a scale of 1 to 3 with 1 being "Not at all" and 3 being "Completely done".

Statement	Ranking	Notes
Organisational Structure around Gen AI		
1. There is a person responsible for leading this effort and ideally a cross-organisational working group in place to provide support and increase buy-in.		
2. There is a governance system with clear decision-making mandates in place that looks after strategy, policies, and how the work intersects with other key areas such as compliance, risk, and audit.		
3. Data governance structures and agreed data standards are in place to best support high-quality data leveraged for Gen AI opportunities.		
4. A budget has been allocated for Gen AI initiatives, including tool acquisition, education, testing and prototyping Gen AI-based solutions, and potential scaling of validated solutions.		
5. A staff engagement plan is in place with clear opportunities for involvement or information dissemination.		
6. A platform is in place where information about the initiative, opportunities, and progress is shared transparently.		
Gen AI Strategy		
7. An organisational self-assessment on Gen AI is completed.		
8. The use of Gen AI for achieving the mission (versus adopting/trend-following) is clear, and the value AI can bring to the organisation is identified.		
9. There is a strategy or action plan for Gen AI integration in place, and everyone involved in the Gen AI initiative understands it. It dovetails with the overall organisational strategy or priorities.		
10. The strategy for Gen AI is designed with the organisational culture in mind (anticipating potential barriers, change management needs, etc.).		
11. There is a framework (guidelines, policy) built and socialised on how staff should use Gen AI.		
12. A values-driven approach or at least basic guardrails are identified to guide the development and implementation of AI-based innovations within the organisation.		
Use Case Validation		
13. There is confidence in the understanding of how Gen AI is already leveraged/underutilised within the organisation (via survey, mapping, etc.).		
14. A sense of the problems solved by Gen AI is in place, distinguishing between efficiency gains and impact gains.		
15. There is clarity on which problems/opportunity areas should be prioritised based on an assessment of feasibility, desirability, and viability.		
16. There are known early adopters from whom lessons can be learned, internally or externally (in terms of barriers they faced, enabling conditions they needed, etc.).		
17. Guidelines for Gen AI-based solutions or for building Gen AI-based features are being put into place and can be applied to use cases.		
18. A process for tracking learnings, progress, and impact of these use cases is in place.		
Capacity & Skills		
19. The organisation's level of Gen AI fluency is assessed.		
20. AI terminology is agreed on and understood, especially within the organisation's leadership.		
21. There is a plan in place to increase Gen AI fluency to a level appropriate for the organisation's needs (potentially differentiating for different roles, seniorities, etc.).		
22. Those in the organisation who can most benefit from leveraging Gen AI are trained and are using it confidently.		
23. There is a plan in place on how to prepare staff and stakeholders for changes brought about by Gen AI integration.		
Risk & Mitigation		
24. The organisation's risk exposure when leveraging Gen AI tools (in the categories of data, ethics, etc.) is identified, and mitigation is discussed wherever possible.		
25. Risks or failure states for the organisation should it not leverage Gen AI are clear.		
26. The organisation has a process to address or mitigate potential ethical issues related to Gen AI usage, such as biases in decision-making or transparency in Gen AI-driven choices.		
Wider Ecosystem Engagement		
27. Exchange is in place with other actors in this space to exchange knowledge and practices, for example: - Experts (i.e., IT companies, universities) - Peers (i.e., other NGOs, local peers) - Policy (i.e., working groups in the country)		
28. A decision on whether the organisation aims to publicly discuss its usage of Gen AI is made, and action is taken accordingly.		
29. A decision on whether the organisation aims to influence the development of Gen AI or Gen AI regulations globally or in the country is made, and action is taken accordingly.		

Score (out of 87)
0

What does your score mean?
If you scored 29-35 points: Take more time to understand your organisation's needs and considerations. Assessing your organisation was the first step forward; now you can use these prompts to continue on your journey and check back later to analyse your progress.
If you scored 35-60 points: You are well on your way to driving change with Gen AI, and a little more work in specific areas will ensure you are better positioned to address any challenges that arise in moving your initiative forward.
If you scored 60-87 points: You have taken most of the steps we can think of to drive Gen AI in your organisation (and we would love for you to join our group so we can learn from your experience; sign up here).