



Service Definition

AI Readiness and Use Case Assessment Services

Supplier: A&A Digital Tech Ltd

Framework: G-Cloud 15

Lot: Lot 3 – Cloud Support Services

1. Service overview

A&A Digital Tech AI Readiness and Use Case Assessment Services support organisations to evaluate their readiness for adopting artificial intelligence and to identify high-value, appropriate AI use cases. The service provides structured assessments across data, technology, governance and skills, enabling informed decision-making before committing to AI investment or delivery.

2. Scope of the service

The service covers advisory and assessment activities to evaluate organisational readiness for AI adoption and to identify, prioritise and validate potential AI use cases. It supports early-stage planning and discovery activities. The service does not include AI model development, training, deployment or operation unless explicitly agreed at call-off.

3. Features

- Organisational AI readiness assessment
- Data maturity and availability assessment
- Technology and cloud capability assessment
- Identification of potential AI use cases
- Use case feasibility and value assessment
- Risk, ethics and compliance considerations
- Security and privacy readiness review
- Stakeholder workshops and interviews
- Prioritisation and recommendation framework
- Assessment reports and decision-ready outputs

4. Benefits

- Clear understanding of AI readiness and constraints
- Reduced risk of inappropriate or premature AI adoption
- Identification of high-value and feasible AI use cases
- Improved alignment between AI initiatives and business goals
- Better preparation for future AI delivery
- Improved governance and risk awareness
- Avoidance of low-value AI investments
- Increased stakeholder confidence in AI decisions
- Clear evidence base for funding and prioritisation
- Stronger foundations for responsible AI adoption

5. Service constraints

The service can be delivered remotely, on-site, or using a hybrid delivery model, depending on buyer requirements and agreement at call-off. Effective delivery depends on timely access to stakeholders, data, documentation and existing systems information provided by the buyer. The service provides assessment and advisory activities only and does not include AI solution build, deployment or operational support unless explicitly agreed.

6. Onboarding and implementation

Onboarding includes confirmation of assessment scope, objectives, stakeholders and success criteria. Activities are delivered in structured phases, including discovery, assessment, analysis and reporting, with regular checkpoints to validate findings and recommendations.

7. Service management and support

Support is provided in line with agreed support levels. A named AI or cloud advisory specialist can be provided to coordinate assessment activities, manage stakeholder engagement and act as a single point of contact.

8. Offboarding and exit management

At the end of the engagement, A&A Digital Tech provides agreed assessment outputs, findings and recommendations to support onward planning and delivery. No buyer data is retained beyond the end of the contract unless otherwise agreed.

9. Security and data protection

A&A Digital Tech follows UK government cloud security principles. Staff screening is performed in line with BS7858:2019. Buyer information accessed during assessment activities is handled in accordance with UK GDPR and contractual data protection requirements.

10. Accessibility

This document is written in plain English and structured using accessible headings. Assessment reports and outputs can be adapted to support accessibility requirements where required.

11. Pricing

Pricing is agreed at call-off and depends on scope, complexity and duration of assessment activities. All pricing is transparent and documented in the call-off contract.