

Service Definition

AI Readiness Assessment (Cloud Support – Lot 3)

Supplier	ADVANTIQ
Service	AI Readiness Assessment
Framework	G-Cloud 15
Lot	Lot 3: Cloud Support
Version	1.0
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Document status	For submission

1. Service overview

The AI Readiness Assessment is a timeboxed consultancy service that helps an organisation understand its readiness to adopt and scale artificial intelligence (AI) safely and effectively. It provides a structured assessment across data, technology, security, governance, and operating model considerations, resulting in clear recommendations and an actionable improvement plan.

This is a standalone advisory service. It does not include software licensing, integration delivery, or implementation build work.

2. Intended outcomes

- A shared understanding of current AI maturity and readiness across key domains.
- Clarity on the priority actions required to enable responsible AI adoption in cloud environments.
- A pragmatic plan and sequencing of activities to reduce risk and accelerate delivery of AI use cases.
- Defined next steps to move into detailed design, pilot planning, or delivery (as appropriate).

3. Scope of assessment

The assessment typically covers the following domains:

- Strategy and objectives (why AI, where it adds value, and constraints).
- Data and content readiness (availability, quality, metadata, labelling, lineage, retention).
- Cloud and technical landscape (hosting patterns, identity, network, integration approach).
- Security and privacy (access controls, logging/monitoring expectations, data handling, risk posture).
- Governance and assurance (human oversight, auditability, model risk, decision-making).
- Operating model (roles, skills, processes, service management, change control).

4. Deliverables

- AI Readiness Findings Report (document) covering observations, gaps, and recommendations.
- Readiness Scorecard summarising maturity by domain and highlighting priority risks.
- Action Plan with sequenced recommendations and indicative effort bands.
- Playback session (remote) to present findings and agree next steps.

Deliverables are provided in editable and/or commonly used formats (for example, Microsoft Word and PowerPoint) unless otherwise agreed.

5. Approach and activities

The service is delivered as a fixed package and generally follows these stages:

1. Kick-off: confirm objectives, scope, stakeholders, and information required.
2. Evidence gathering: stakeholder interviews and review of relevant existing documentation.
3. Assessment: structured analysis against the readiness domains and identification of gaps, risks, and dependencies.
4. Recommendations: develop practical actions, sequencing, and options.
5. Playback: present findings, capture feedback, and agree next steps.

6. Timescales and effort

The AI Readiness Assessment is timeboxed and typically delivered over 2 weeks, subject to stakeholder availability and timely access to documentation.

Item	Typical allowance (included)
Delivery duration	Up to 2 weeks (remote delivery)
Stakeholder interviews	Up to 8 interviews (up to 60 minutes each)
Workshops	1 kick-off session and 1 playback session
Document review	Review of existing documentation provided by the Buyer (no deep rebuild)
Reporting	1 findings report and supporting artefacts

7. Buyer responsibilities

To enable delivery within the timebox, the Buyer is expected to:

- Provide a nominated service owner and point of contact for scheduling and decisions.
- Make relevant stakeholders available for interviews within the agreed timeline.
- Provide timely access to existing documentation (for example: architecture diagrams, policies, operating procedures, security standards, and data inventories).

- Provide a description of current and planned AI initiatives and any constraints (e.g. security, procurement, information governance).
- Ensure any example data shared is anonymised or minimised wherever possible.

8. Supplier responsibilities

ADVANTIQ will:

- Plan and facilitate interviews and workshops.
- Conduct the assessment using a structured approach aligned to the agreed scope.
- Produce the deliverables listed in Section 4.
- Provide clear, prioritised recommendations and explain trade-offs.
- Communicate risks and dependencies identified during the engagement.

9. Assumptions and constraints

- The service is advisory and does not include implementation, integration build, software development, or managed operations.
- The assessment is based on information provided by the Buyer and interviews with stakeholders; conclusions may change if new information emerges.
- The fixed price assumes remote delivery and the allowances set out in Section 6.
- If the Buyer requests additional scope beyond the package (e.g. substantially more interviews, additional business areas, or extensive document creation), this will require formal change control.

10. Security and data protection

The assessment can usually be completed without processing personal data. Where the Buyer shares personal data, it should be minimised and anonymised wherever possible.

- Information provided by the Buyer will be treated as confidential and used only for delivery of this service.
- The Supplier will store and handle information in accordance with applicable UK data protection requirements and good industry practice.
- The Supplier does not require direct access to production systems unless explicitly agreed; documentation-based assessment is standard.

11. Completion and acceptance

The service is complete when the Supplier has delivered the agreed deliverables (Section 4) and held the playback session. The Buyer will review the deliverables and provide any reasonable factual corrections within 5 working days.

12. Ordering

The Buyer can order this service through the G-Cloud 15 framework. The Supplier will agree a start date and confirm key stakeholders and inputs required. Pricing and payment terms are set out in the Pricing document for this service.