
AI ADOPTION ASSESSMENT

Service Definition Document

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SERVICE OVERVIEW

Introduction

In the rapidly evolving landscape of artificial intelligence, small and medium-sized enterprises (SMEs) need a structured approach to both quickly and easily assess and prepare their organisation for potential AI adoption, often encompassing automation. Our Two-Day AI Adoption Assessment service is designed to provide a swift and relatively comprehensive assessment of an organisation's current AI and automation maturity, identifying simple initial opportunities for improvement while setting the foundation for successful AI adoption, with a specific eye on data, ethics, and process automation opportunities.

This service offers a focused, high-impact engagement over one to two days to ensure clarity on where immediate value can be gained, which foundational improvements are required, and how the organisation can set itself on a path towards effective AI and automation initiatives.

Service Objectives

1. Provide a rapid assessment of the organisation's current AI and automation landscape.
2. Understanding how data, business processes, and ethics and guardrails fit into this.
3. Deliver clear, high-level recommendations for immediate next steps.
4. Ensure the organisation has a foundational understanding of opportunities and readiness for AI adoption.

SERVICE BREAKDOWN

Stakeholder Discussions

- **Initial Consultations with Stakeholders:** Speculo engage with key stakeholders to understand your business goals, current AI usage, and future expectations to ensure AI adoption aligns with strategic needs, resulting in a summary of the business's AI ambitions and key priorities.
- **Data Assessment Workshop:** We informally assess structured and unstructured data across key platforms to evaluate data quality, governance, and integration capabilities. The aim is to determine data readiness for AI and highlight potential risks, culminating in a high-level assessment of data quality and areas for improvement.
- **Process Automation and Workflow Assessment:** Our consultants help identify current high-level business processes to pinpoint automation opportunities that enhance efficiency and prepare for AI integration, delivering a list of key processes suitable for both automation and immediate AI value.
- **Ethics and Compliance Assessment:** Often forgotten, we help you review your ethical considerations and compliance requirements related to AI adoption, to ensure responsible use



and alignment with legal standards, providing an overview of considerations with recommendations to mitigate risks.

- **Productivity Enhancement Opportunities:** Lastly, we work with yourselves to identify simple AI tools, such as chatbots and transcription services, that may offer immediate productivity gains to demonstrate value quickly, resulting in recommendations for quick wins using AI-driven productivity tools.

Recommendations and Roadmap

- **Appraisal Report and Roadmap Preparation:** Post discussions, Speculo develop a concise report summarising key findings from the workshop(s) and create an actionable roadmap with immediate and short-term recommendations. This provides stakeholders with a clear, practical path forward, resulting in a high-level appraisal report and an AI readiness roadmap with actionable next steps.
- **Final Presentation and Wrap-Up Consultation:** finally, our consultants will present findings to key stakeholders, discuss the appraisal report and roadmap, answer questions, and clarify next steps. This ensures stakeholder understanding and alignment for future AI initiatives, delivering a final consultation and presentation that provides clarity and comprehension of the next steps.

DELIVERABLES

- **High-Level Appraisal Report:** A concise document covering key findings and practical recommendations.
- **AI Readiness Roadmap:** A streamlined guide with immediate next steps for AI adoption.
- **Consultation Summary:** Key takeaways and clarifications from the final consultation session.

KEY BENEFITS

As recent as December 2025, TechTarget's Enterprise Strategy Group output from use cases and concerns, showed that 82% of those participants were at an AI 'In pilot / POC' phase or were planning to reach a piloting phase within the next 24 months. 42% asked were either considering, but didn't have any current plans, or had no plans for adoption and / or are not considering. (*)

These figures suggest that adoption is at an early stage across most SMEs (Small / Medium sized Enterprises), which is why it is imperative to have a suitable roadmap and understanding on where your business and data fits into this journey, along with a clear strategy for automation and productivity enhancement.

Our service therefore provides:

- **Time-Efficient Engagement:** A two-day engagement providing valuable insights with minimal time investment from stakeholders.
- **High Impact, Low Complexity:** A focus on identifying easily achievable productivity gains and practical recommendations.



- **Actionable Roadmap:** Provision of a clear, step-by-step guide for AI adoption and related initiatives, reducing uncertainty and enabling strategic decision-making.

NEXT STEPS

- **Engage with Us:** Contact us to schedule your AI Adoption Assessment and begin building the foundation for impactful AI initiatives.
- **Receive Your Appraisal:** Gain insights and clear guidance on enhancing your AI adoption within a very short timeframe.
- **Plan Your AI Journey:** Use our adoption assessment report and roadmap to confidently plan your next steps in AI adoption.