



AI READINESS STARTS WITH TRUSTWORTHY COMPANY KNOWLEDGE

Is Your Company Ready for AI?

Find the gaps that could undermine your first AI project - in 10 minutes.

Spot document, ownership, and governance problems before you invest in AI tools or agents.



WHY BRIGHTDOCS CREATED THIS

BrightDocs helps small and midsize businesses turn approved company documents into reliable AI knowledge assistants. This scorecard reveals the foundation gaps to fix before buying more software or attempting a broader rollout.

Automatic scoring is included. Works best in the free Adobe Acrobat Reader app.

COMPANION RESOURCE

How to Get Started With AI in Your Small Business Without Overcomplicating It

[READ THE COMPANION GUIDE >](#)



Check the foundation

Check a box only when the statement is clearly true today. Each check earns one point.

BUSINESS FIT

Is there a useful, testable job?

- ☐ We can name one recurring task or question to improve.
- ☐ Someone can judge whether the answer is useful and correct.
- ☐ We can measure a practical outcome.

CATEGORY SCORE

0

KNOWLEDGE READINESS

Can the AI use trustworthy material?

- ☐ The needed company documents exist.
- ☐ Approved versions are separated from drafts and old copies.
- ☐ Someone owns the documents and keeps them current.

CATEGORY SCORE

0

ACCESS & GOVERNANCE

Are the boundaries clear?

- ☐ We know what AI may use and what must stay out.
- ☐ Sensitive content has a reviewed access plan.
- ☐ Important answers can be verified.

CATEGORY SCORE

0

OWNERSHIP & ADOPTION

Will people own and test the work?

- ☐ One person owns the pilot.
- ☐ A small employee group can test real questions.
- ☐ A sponsor will review the results and decide what happens next.

CATEGORY SCORE

0

Tip: "We plan to" is not the same as "clearly true today." Score the business you have now.





Read the result

Your score is a decision aid, not a maturity grade. Any red flag overrides the numerical result.

TOTAL SCORE

0

 out of 12

AUTOMATIC RESULT
Complete the checks

START WITH THIS FOUNDATION
Complete the checks

RED-FLAG CHECK

- ☐ We do not know whether we have the right to use the source material.
- ☐ Sensitive information has no reviewed access or handling plan.
- ☐ No person can verify important answers or correct a bad result.
- ☐ AI would make a high-impact decision without meaningful human review.

RESULT GUIDE

READY
9-12 and no red flag

Your foundation supports a focused test.
IMMEDIATE NEXT STEP
Build the 30-day pilot.

PREPARE
5-8 and no red flag

The idea may be useful, but the foundation has gaps.
IMMEDIATE NEXT STEP
Fix the missing sources, owner, or measurement plan.

FOUNDATION FIRST
0-4, or any red flag

Your AI plan needs a cleaner, safer knowledge foundation.
IMMEDIATE NEXT STEP
Fix the source, access, or ownership gap.

NOT SURE WHAT TO FIX FIRST?

BrightDocs can identify the document, ownership, or governance gap holding back your AI plans.

[REQUEST A FREE REVIEW](#)





Turn readiness into a 30-day decision

Keep the test small enough to learn from and controlled enough to trust.

☐

WEEK 1

Define one job, one owner, and one practical success measure.

☐

WEEK 2

Approve the minimum source set, access rules, and 10-20 test questions.

☐

WEEK 3

Test with a small employee group. Record useful answers, misses, and handoffs.

☐

WEEK 4

Fix what failed, retest, and choose: continue, revise, pause, or expand.

PILOT OWNER

TEST GROUP

MINIMUM APPROVED SOURCE SET

SUCCESS MEASURE

GET A FREE AI READINESS REVIEW

Use your score as the starting point. BrightDocs will help identify the strongest first project and the company knowledge it needs.

[Hello@BrightDocs.ai](mailto>Hello@BrightDocs.ai)

[REQUEST MY FREE REVIEW](#)

