

AI Capability Audit

Practical worksheet

A worksheet to help you identify and understand what capability is missing before you invest in people, technology or delivery.

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The right people change everything.

Before searching for solutions, make sure you have a clear understanding of any potential challenges.

Use this worksheet to assess your current capability and identify the areas most likely to limit progress. The lowest scores often reveal where capability gaps may slow momentum.

Score your organisation across 10 areas

1 = significant gap | 5 = well established

CAPABILITY AREA	QUESTIONS TO CONSIDER	SCORE OUT OF 5
AI Strategy	Do we have a clear view of where AI can create value for the business? Is there a plan beyond experimentation?	1 2 3 4 5 ☐ ☐ ☐ ☐ ☐
Data Readiness	Do we have access to the data we need? Is it accurate, reliable and easy to use?	1 2 3 4 5 ☐ ☐ ☐ ☐ ☐
Software Engineering	Do we have the capability to build, integrate and support AI-enabled products and systems?	1 2 3 4 5 ☐ ☐ ☐ ☐ ☐
AI Engineering	Do we have people with the expertise required to develop, deploy and improve AI solutions?	1 2 3 4 5 ☐ ☐ ☐ ☐ ☐
Cloud Infrastructure	Do we have the technology, platforms and environments needed to support AI initiatives at scale?	1 2 3 4 5 ☐ ☐ ☐ ☐ ☐
MLOps Capability	Do we have the processes and skills required to manage, monitor and improve AI solutions once they are live?	1 2 3 4 5 ☐ ☐ ☐ ☐ ☐
Product Leadership	Is someone clearly responsible for turning AI opportunities into practical business outcomes?	1 2 3 4 5 ☐ ☐ ☐ ☐ ☐
Change Management	Are our people ready to adopt new ways of working? Do we have a plan to support that change?	1 2 3 4 5 ☐ ☐ ☐ ☐ ☐
Governance & Risk	Do we have clear guidelines around security, compliance and responsible AI use?	1 2 3 4 5 ☐ ☐ ☐ ☐ ☐
Executive Sponsorship	Are senior leaders actively supporting AI initiatives with time, investment and accountability?	1 2 3 4 5 ☐ ☐ ☐ ☐ ☐

Quick tips

- Score quickly, then revisit any areas that feel difficult to answer. Uncertainty is often useful evidence.
- Consider your current stage of AI maturity. The capability you need depends on whether you're exploring, implementing, moving into production or scaling AI across the business.

The lowest scores often point to the areas most likely to limit progress.

More importantly, they help determine whether you need additional people, different skills, stronger leadership alignment or investment in foundational capabilities before scaling AI initiatives.

What your scores might be telling you

The purpose of this audit isn't to achieve a perfect score. It's to identify the areas most likely to limit progress and determine where attention and investment should be focused first.

Score 1-2

Significant gap

This capability is likely to be limiting progress today. Consider whether additional leadership support, specialist expertise, new skills or process improvements are required.

Score 3

Developing capability

Some foundations are in place, but gaps may still prevent consistent delivery. Relatively small improvements in capability, ownership or specialist expertise can unlock progress.

Score 4-5

Established capability

This area is unlikely to be the primary constraint today. The focus should be on maintaining momentum and ensuring capability evolves alongside business needs.

One final question

If we hired the perfect AI specialist tomorrow, would the rest of the organisation be ready to support their success?

The goal is not to score highly across every category.

The goal is to find clarity on the bottlenecks slowing progress.

Data Readiness

It's difficult to create value from data you cannot trust. If this scored lowest, the conversation should probably start with data quality, accessibility and ownership before moving on to more advanced AI initiatives.

Potential hires: Data Engineer, Data Architect, Data Governance Specialist, BI Developer, Analytics Lead.

AI Strategy

If AI Strategy scored lowest, the challenge may not be capability at all. Many delivery teams are still working out where AI can create meaningful value. Before thinking about technology, teams or hiring plans, make sure you are clear on the problem, what success looks like and whether the outcome is measurable.

Potential hires: Head of AI, AI Strategy Lead, Technology Strategy Lead, Digital Transformation Lead, AI Consultant.

Software Engineering

Many promising ideas stall before reaching production because the engineering foundations are not in place. If this area scored lowest, the challenge may be less about AI and more about your ability to integrate, support and scale new solutions.

Potential hires: Software Engineer, Backend Engineer, Full Stack Engineer, Solutions Architect, Engineering Lead.

AI Engineering

Many organisations know where they want to go but lack the specialist expertise to get there. If this scored lowest, you may need to strengthen internal capability, bring in external expertise or invest in developing existing talent.

Potential hires: AI Engineer, Machine Learning Engineer, Data Scientist, GenAI Engineer, Applied AI Specialist.

Cloud Infrastructure

Sometimes progress is limited by what is happening behind the scenes. If your infrastructure is not ready to support AI workloads, even the best ideas can struggle to move beyond experimentation.

Potential hires: Cloud Architect, Cloud Engineer, Platform Engineer, DevOps Engineer, Infrastructure Lead.

MLOps Capability

The excitement of building something new often overshadows what comes next. If this area scored lowest, the challenge may not be creating AI solutions, but ensuring they remain reliable, effective and valuable once they are live.

Potential hires: MLOps Engineer, ML Platform Engineer, DevOps Engineer, Site Reliability Engineer, Platform Engineer.

Product Leadership

AI initiatives need clear ownership. If this scored lowest, it may be worth asking who is responsible for turning ideas into outcomes and ensuring efforts remain aligned to business priorities.

Potential hires: Product Manager, Product Owner, AI Product Lead, Delivery Lead, Programme Manager.

Change Management

Not every challenge is a technology challenge. Sometimes the biggest obstacle is helping people adopt new ways of working. If this area scored lowest, focus on communication, training and creating confidence in the change.

Potential hires: Change Manager, Transformation Lead, Adoption Specialist, Learning & Development Lead, BA.

Governance & Risk

As AI adoption grows, so does the need for clear guardrails. If this scored lowest, consider whether the organisation has the policies, accountability and oversight required to scale responsibly.

Potential hires: AI Governance Lead, Risk & Compliance Specialist, Information Security Lead, Data Protection Officer, Legal or Compliance Advisor.

Executive Sponsorship

Many promising initiatives lose momentum because leadership attention shifts elsewhere. If this scored lowest, the priority may be securing stronger alignment, support and accountability from senior stakeholders before investing further.

Potential hires: Fractional CTO, Fractional CIO, Technology Advisor, Transformation Director, Strategic Delivery Partner.

The objective isn't to improve every score at once.

Many organisations complete an exercise like this and immediately focus on the lowest score. That's useful, but it's often more valuable to understand how the capability areas work together.

- A low AI Engineering score may not matter if your biggest challenge is a lack of strategy.
- A low MLOps score may not matter if you are still experimenting.
- The aim is to identify the capability most likely to move the business forward from where it is today.

Need a second, honest opinion?

Knowing you need capability is one thing. Understanding what capability is required, when it is needed and how it should be built is something else entirely.

If you are trying to identify gaps, assess your AI readiness or determine the skills required to move from exploration to transformation, an outside perspective can often bring clarity.

At Acuity, we help organisations understand what is missing, what comes next and how to build teams that deliver meaningful outcomes.

The right people change everything.

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