

AI Maturity Scorecard

For Alberta Businesses

6 categories | Rate Level 1-4 | Benchmark your AI maturity

Rate your organization in each category from Level 1 to Level 4. Circle or mark your level for each category, then total your score at the end to find your overall AI Maturity Level.

1. Strategy & Leadership

Level 1 — **Ad Hoc:** No defined AI strategy; teams experiment independently.

Level 2 — **Emerging:** Leadership exploring AI; informal conversations started.

Level 3 — **Developing:** AI linked to business goals with defined strategy.

Level 4 — **Strategic:** AI is a core priority with ROI targets and executive sponsorship.

Your rating: _____

2. Data, Security & Infrastructure

Level 1 — **Disorganized:** Scattered data; unclear permissions; security risks.

Level 2 — **Improving:** Some governance and controls, but inconsistent.

Level 3 — **Structured:** MFA, conditional access, data classification, permission hygiene in place.

Level 4 — **Optimized:** Fully governed, secured, M365 AI-ready environment.

Your rating: _____

3. AI Governance & Compliance

Level 1 — **No Controls:** Shadow AI; no policy; unknown risk exposure.

Level 2 — **Basic Awareness:** Risks recognized but no formal rules.

Level 3 — **Policy Established:** AI Usage Policy adopted and followed.

Level 4 — **Managed Governance:** Formal framework with audits, controls, and review cycles.

Your rating: _____

4. Workflow Automation

Level 1 — **Manual:** Workflows entirely manual; no automation.

Level 2 — **Limited:** Isolated automations exist but not standardized.

Level 3 — **Integrated:** Core workflows automated with governance.

Level 4 — **Automation-First:** Processes redesigned around AI and automation.

Your rating: _____

5. People, Training & Adoption

Level 1 — **Low Awareness:** Staff unsure how to use AI tools safely.

Level 2 — **Early Users:** Some AI usage, but inconsistent and unguided.

Level 3 — **Skilled Workforce:** Training delivered with prompt frameworks.

Level 4 — **AI Champions:** Champions in each department drive adoption and best practices.

Your rating: _____

6. Measurement, ROI & Optimization

Level 1 — **No Tracking:** AI use unmeasured; no baseline data.

Level 2 — **Anecdotal Wins:** Improvements noted but not formally tracked.

Level 3 — **KPI-Driven:** Metrics, time savings, and productivity tracked.

Level 4 — **ROI Engine:** Dashboards and quarterly optimization reviews.

Your rating: _____

Your Score Summary

Category	Your Level
1. Strategy & Leadership	_____
2. Data, Security & Infrastructure	_____
3. AI Governance & Compliance	_____
4. Workflow Automation	_____
5. People, Training & Adoption	_____
6. Measurement, ROI & Optimization	_____
Total Score (6-24)	_____

Your AI Maturity Level

Score Range	Level	Status
6-10	Early	Strong foundations required before AI adoption.

11-16	Emerging	Foundations forming; continue readiness improvements.
17-22	Developing	Ready for structured AI integration and Copilot rollout.
23-24	Optimized	AI delivers measurable ROI and continuous improvement.

Want Help Moving Up a Level?

IT Works MSP helps Alberta businesses progress from wherever they are today. Whether you need foundational security work or you're ready for full Copilot deployment, we meet you where you are.

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