

The 90/12 Readiness Scorecard

This is not a maturity model. It's a forcing function.

Ten questions on the two axes that matter: can you prove a win in 90 days, and can you run a capability in 12 months. A leadership team fills it out together, in one room, in about an hour. It's done its job when the room has said out loud what it's been avoiding.

HOW TO RUN IT

- 1 Score alone first, in silence.** Five minutes, no conferring.
- 2 Reveal together.** Where scores differ by two or more, that's the conversation.
- 3 Score what's true today,** not what's planned or promised.
- 4 Torn between two numbers?** Take the lower. Use 2 and 4 when you land between anchors.

QUESTION	1 NOT YET	3 PARTLY	5 IN PLACE	SCORE
A The 90-day win Can you prove value in one real workflow? SUBTOTAL _____ / 25				
A1 One workflow, named	A list of ideas, or a list of tools.	A shortlist of a few. Nobody has picked.	One workflow, named, with the team that runs it today.	
A2 A number you can measure today	We'd know it worked because it would feel faster.	We could estimate a baseline if someone asked.	Baseline captured: hours, volume, cycle time, or error rate.	
A3 One executive owns the outcome	A committee, or whoever is most enthusiastic.	A sponsor who is interested but not accountable.	One named executive whose goals include this result.	
A4 Real users with real time	The people who'd use it haven't been asked.	Volunteers, fitting it around their day jobs.	Named users with protected time for a seven-week pilot.	
A5 Data and access cleared	We aren't sure where the data lives.	We know where it is. Access isn't approved.	Data located, classified, and approved for the pilot.	
B The 12-month capability Can you run it again without starting over? SUBTOTAL _____ / 25				
B1 A policy people can follow	No policy, or one nobody has read.	A draft stuck somewhere between legal and IT.	Approved uses, data classes, and an escalation path staff can cite.	
B2 Someone runs it after the pilot	The vendor or consultant who built it.	"IT, probably."	A named internal owner with time and budget for year one.	
B3 A sequence, not a shopping list	An unranked list of opportunities.	Ranked, but no dates, owners, or dependencies.	Quarterly sequence with owners, dependencies, and success metrics.	
B4 A forum that decides	No standing forum. Decisions happen in hallways.	A steering group that mostly schedules its next meeting.	A monthly review that funds, reshapes, or stops work.	
B5 People who can run it on their own	One person named "the AI person" on top of their job.	A few enthusiasts. No structured training.	Trained champions in every team that uses it.	

What are you not going to do this year?

Name three things you are deliberately putting off. A plan without a stop list is a shopping list.

1

2

3

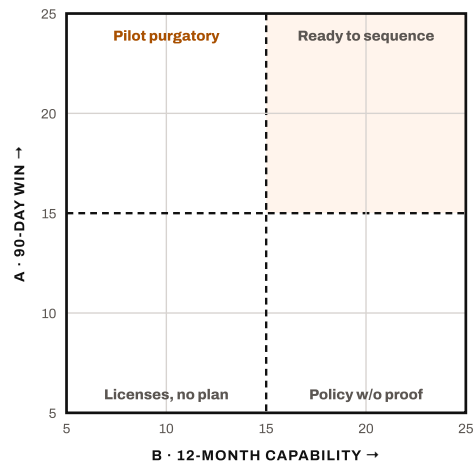
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ORGANIZATION / TEAM	DATE	FACILITATOR	ROLES IN THE ROOM

Capture the scores Individual scores before discussion. Spread = highest minus lowest; circle any spread of 2 or more.

ITEM	P1	P2	P3	P4	P5	P6	SPREAD	AGREED	WHAT WOULD MOVE IT UP ONE POINT	OWNER
A The 90-day win										
A1 One workflow, named										
A2 A measurable baseline										
A3 One executive owner										
A4 Users with protected time										
A5 Data and access cleared										
SUBTOTAL A								/ 25		
B The 12-month capability										
B1 A followable policy										
B2 A post-pilot owner										
B3 A sequence, not a list										
B4 A forum that decides										
B5 Internal champions										
SUBTOTAL B								/ 25		

Read the result Plot the agreed subtotals: A up the side, B along the bottom. Above 15 counts as high.



A HIGH · B LOW

Pilot purgatory, forming

You can land a win and nothing is built to carry it. Name the post-pilot owner and the forum that decides on scaling before the pilot starts.

A LOW · B LOW

Licenses, no plan

The most common starting point. Spend the next month on A1 to A3: one workflow, one number, one owner.

A HIGH · B HIGH

Ready to sequence

Fund the second and third workflows in order, and put the roadmap on a quarterly review so it stays honest.

A LOW · B HIGH

Policy without proof

The structure exists and has nothing to govern. Pick one workflow, capture a baseline this month, and protect the users' time.

Two rules override the quadrant. Any item the room agreed at 1 is a blocker, whatever the totals say. And on your lower axis, fix the lowest-scoring item first; that's usually the one the room spent the least time on.

Not this year

WHAT WE'RE PUTTING OFF	WHY NOT NOW	REVISIT

Next three moves

MOVE (AND THE ITEM IT LIFTS)	OWNER	BY WHEN

Want a second read on your result? Send the working sheet to hello@sunburydigital.com. The first conversation is a call, not a pitch.