

CLIENT GUIDE

Your Readiness Score, Explained

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What It Is

Your readiness score is a single number from 0 to 100 that shows how close your business is to being ready for AI: how much of the groundwork is written down, signed off and solid. You'll see it at the top of your dashboard, on each Part card, and on the cover of your PDF reports.

It isn't a grade. It's a progress gauge, and it only counts the sections in your engagement.

How It's Worked Out

70% comes from your answers. Each section scores:

- **Full credit** once it's signed off.
- **Up to 80%** before sign-off, depending on how many of its required answers you've filled in. Drafts from your advisor count once you accept them.

30% comes from your confidence ratings, the 1-to-5 slider on each section. A 5 counts in full and a 1 counts as zero. Until you've rated anything, the score uses your answers alone.

Sections marked **Not applicable** don't count either way.

Example. Say four sections are in scope. Two are signed off, one has half its required answers, and one isn't started. Your answers average 60%. You've rated three sections 4, 4 and 3, so your confidence averages about 67%. The score is $0.7 \times 60 + 0.3 \times 67 = 62$, which is Nearly Ready.

What the Labels Mean

Score	Label	What it usually means
0–29	Early Days	You're getting started; most sections are still open.
30–59	Getting There	Real progress. Keep going section by section.
60–84	Nearly Ready	Most of the groundwork is done. Sign off what's ready.
85–100	Ready	Your foundation is in place for the AI pilots in your plan.

How to Raise It

1. **Follow Your Next Step.** The card on your dashboard always points at the most useful thing to do.
2. **Sign off sections that are Ready for Review.** A signed-off section gets full credit; an unsigned one tops out at 80%.
3. **Review your advisor's drafts.** Accepting or editing them fills in answers in minutes.
4. **Rate your confidence honestly.** If you're unsure about a section, ask your advisor about it in a comment. That way the work goes where it's needed.