

RUN PMO CONSULTING™

From Cost Centre to Value Engine · Chapter 10 Action Tool

AI-ENABLED PMO READINESS ASSESSMENT™

# Know Where You Stand. Build What Comes Next.

A scored diagnostic across five AI readiness dimensions · scored 1–5 · with readiness interpreter, quick-win checklist, and 90-day adoption starter plan

Grounded in the AI-PIM™ (AI Portfolio Intelligence Model™) and the PMO Co-Pilot™ · RUN PMO Consulting™

<p><b>Section 1</b>  <b>AI Readiness Diagnostic</b>  <i>5 dimensions · scored 1–5</i></p>	<p><b>Section 2</b>  <b>Readiness Interpreter</b>  <i>4 bands · action per band</i></p>	<p><b>Section 3</b>  <b>AI Quick Wins Checklist</b>  <i>10 use cases from AI-PIM™</i></p>
<p><b>Section 4</b>  <b>90-Day AI Adoption Plan</b>  <i>3 phases · structured actions</i></p>		<p><b>Section 5</b>  <b>AI Governance Guardrails</b>  <i>One-page governance baseline</i></p>

## How to Use This Tool

Work through each section in order. The diagnostic (Section 1) produces your Readiness Score. The interpreter (Section 2) tells you what your score means and where to start. The checklist (Section 3) gives you the AI use cases most relevant to your current position. The 90-day plan (Section 4) turns your selections into a structured adoption roadmap. The governance guardrails (Section 5) keep your team safe as they build.

**One rule:** be honest in your scoring. The tool is only as useful as the accuracy of your self-assessment. Score what is true, not what you wish were true.

### SECTION 1

## AI-Enabled PMO Readiness Assessment™

Score your PMO honestly across all five dimensions. Circle or tick the score that best describes your current reality — not your aspiration. Then transfer your scores to the summary table at the end of this section.

**Scoring Guide:** 1 = Absent or not started · 2 = Early / informal · 3 = Developing / partially in place · 4 = Established and working · 5 = Advanced and consistently applied

**DIMENSION 1 OF 5**

<b>D1</b>	<b>Data Quality</b> <i>Do you have clean, structured, accessible data that AI can reliably work with?</i>	<b>SCORE</b>	<b>EVIDENCE / NOTE</b>
1	No structured data. Project and portfolio information lives in scattered spreadsheets, email chains, and individual files. No single source of truth exists.	[ ]	_____
2	Some data is structured but quality is inconsistent. Key fields are missing, out of date, or owned by individuals rather than systems.	[ ]	_____
3	Core portfolio data exists in a shared system (even if basic). Most projects have a status, RAG, and financial figure — but accuracy varies and manual cleaning is still required.	[ ]	_____
4	Portfolio data is centralised, regularly updated, and broadly trusted by stakeholders. AI tools could consume it without significant pre-processing.	[ ]	_____
5	Data is clean, structured, version-controlled, and governed. Multiple data streams (schedule, financial, risk, benefits) are integrated and accessible in near-real time.	[ ]	_____

**DIMENSION 2 OF 5**

<b>D2</b>	<b>Process Maturity</b> <i>Do you have documented, repeatable processes that AI can observe, support, and accelerate?</i>	<b>SCORE</b>	<b>EVIDENCE / NOTE</b>
1	No documented processes. PMO operates informally. Every report is produced differently each time. Institutional knowledge lives with individuals, not in systems.	[ ]	_____
2	A few processes are documented but rarely followed consistently. Templates exist but are used optionally. New team members have no reliable onboarding reference.	[ ]	_____
3	Core PMO processes (reporting cycle, governance cadence, risk escalation) are documented and followed by most of the team most of the time.	[ ]	_____
4	PMO processes are documented, adopted, and regularly reviewed. AI could be mapped to	[ ]	_____

	specific process steps because the steps are stable and predictable.		
5	Processes are fully documented, measured, and continuously improved. AI is already being used informally to support some process steps. Playbooks exist.	[ ]	

**DIMENSION 3 OF 5**

<b>D3</b>	<b>Leadership Appetite</b> <i>Does your executive sponsor and PMO leadership actively support AI adoption in the PMO?</i>	<b>SCORE</b>	<b>EVIDENCE / NOTE</b>
1	No leadership appetite. AI is not on the agenda. Executive sponsor has not raised it and would be resistant if it were proposed.	[ ]	
2	Curiosity exists but no commitment. AI has come up in conversation but there is no mandate, no budget signal, and no senior sponsor willing to own the outcome.	[ ]	
3	Cautious support. Leadership is open to AI if it can be shown to produce value quickly and without disrupting existing operations. A pilot would be considered.	[ ]	
4	Active support. Leadership wants the PMO to adopt AI. At least one executive sponsor has explicitly encouraged exploration and is willing to be briefed on progress.	[ ]	
5	Strategic mandate. Leadership has formally requested AI capability development in the PMO. Budget has been allocated or ring-fenced. AI is part of the PMO's next performance objectives.	[ ]	

**DIMENSION 4 OF 5**

<b>D4</b>	<b>Tool Availability</b> <i>Do you have access to AI tools appropriate for PMO use — with governance approval to use them?</i>	<b>SCORE</b>	<b>EVIDENCE / NOTE</b>
1	No AI tools available. Access to general large language models is blocked by IT policy. No PMO-specific AI tools have been approved or evaluated.	[ ]	
2	Basic access exists (e.g., Microsoft Copilot in email or Teams) but with no PMO-specific	[ ]	

	guidance on how to use it or what data can be input.		
3	One or more AI tools are available and approved for general use. The team has used them informally. No PMO-specific prompt library or governance framework exists yet.	[ ]	
4	Approved AI tools are available for PMO use. Basic data handling rules are in place. The team has used AI for at least one PMO output (e.g., a report draft or stakeholder summary).	[ ]	
5	Multiple AI tools are available, governed, and actively used. A PMO-specific prompt library exists (or is in development). Tool outputs are reviewed before use. Clear data classification rules apply.	[ ]	

**DIMENSION 5 OF 5**

<b>D5</b>	<b>Team Capability</b> <i>Does your PMO team have the skills, mindset, and literacy to use AI tools effectively and responsibly?</i>	<b>SCORE</b>	<b>EVIDENCE / NOTE</b>
1	No AI literacy in the team. Team members have not used AI tools in a professional context. The concept of prompt engineering is unfamiliar. Resistance or anxiety is present.	[ ]	
2	A few team members have personal experience with AI tools (e.g., ChatGPT for personal use) but have not applied them to PMO work. No structured training has taken place.	[ ]	
3	At least one team member uses AI tools regularly and has produced PMO-relevant outputs. Informally sharing knowledge with colleagues. Not yet systematic.	[ ]	
4	The majority of the PMO team uses AI tools with confidence for specific tasks. A prompt library or set of approved prompts is in use or development. Outputs are reviewed before use.	[ ]	
5	The PMO team operates as an AI-literate unit. Prompt engineering is a recognised skill. The team can identify new AI use cases, evaluate outputs critically, and maintain governance without oversight.	[ ]	

## Your Readiness Score Summary

Transfer your selected score from each dimension below. Add the five scores to produce your Total Readiness Score out of 25.

Dimension	Your Score /5	Weight	Priority Fix?
D1 — Data Quality	_____ / 5	High	<input type="checkbox"/> Yes <input type="checkbox"/> No
D2 — Process Maturity	_____ / 5	High	<input type="checkbox"/> Yes <input type="checkbox"/> No
D3 — Leadership Appetite	_____ / 5	Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No
D4 — Tool Availability	_____ / 5	Medium	<input type="checkbox"/> Yes <input type="checkbox"/> No
D5 — Team Capability	_____ / 5	High	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TOTAL READINESS SCORE</b>	_____ / 25		

### SECTION 2

## Readiness Score Interpreter

Find your total score in the table below. Read what it means. Take the recommended first move before doing anything else.

Score	Readiness Level	What It Means	Your First Move
<b>5 – 9</b>	<b>Not Yet Ready</b>	AI adoption now would be premature. Focus on PMO-MVM™ Steps 1–2 first: build leadership readiness, stabilise your data, and document your core processes. AI without a foundation wastes resources and destroys credibility.	<i>Complete your SMPE assessment. Identify your single biggest data quality gap. Commit to fixing it before investing in AI tools.</i>
<b>10 – 14</b>	<b>Foundational Stage</b>	You have the basic building blocks but gaps exist in critical areas. Select one low-complexity AI use case from Section 3 and run a 30-day pilot. Build evidence before expanding.	<i>Pick one Quick Win use case. Assign one owner. Produce a result in 30 days. Share it with your executive sponsor before anything else.</i>
<b>15 – 19</b>	<b>Emerging Readiness</b>	Solid foundation. You are ready to run the 90-Day AI Adoption Starter Plan in Section 4. Begin with three use cases from Section 3, maintain governance discipline, and communicate results weekly.	<i>Launch the 90-Day AI Starter Plan. Start with three use cases mapped to PMO Co-</i>

			<i>Pilot™ Steps 2, 4, and 5.</i>
<b>20 – 25</b>	<b>AI-Ready Organisation</b>	Your PMO is ready for structured AI-PIM™ integration. You have the data, processes, leadership appetite, tools, and team to operate as an AI-augmented intelligence function. The full Portfolio Intelligence Model™ deployment is your next horizon.	<i>Begin AI-PIM™ diagnostic engagement. Contact RUN PMO Consulting™ to scope the Portfolio Intelligence Model™ for your organisation.</i>

**Important:** *A low score is not a failure. It is a starting point. The PMO-MVM™ system was designed precisely for organisations that are not yet ready — it builds readiness as it builds value. A score of 5 does not mean your PMO should be shut down. It means your AI adoption sequence starts with PMO-MVM™ Steps 1 and 2, not with tools.*

**SECTION 3**

## AI Quick Wins for Your PMO™ — Selection Checklist

Ten AI use cases drawn from the AI-PIM™ (AI Portfolio Intelligence Model™) and the PMO Co-Pilot™ framework. Each one is mapped to the PMO-MVM™ five-step system. Select the use cases most relevant to your current readiness score and executive sponsor priorities.

**Selection Rule — Start Here**

**Scores 5–9:** Select use cases 01, 02, and 03 only. Prove these three before adding more.

**Scores 10–14:** Select any three Low complexity use cases. Build confidence before tackling Medium complexity.

**Scores 15–19:** Select five use cases across the five PMO-MVM™ steps for a balanced, structured rollout.

**Scores 20–25:** All ten use cases are available. Sequence them across your 90-day plan by complexity and strategic priority.

	PMO-MVM™ Step	AI Quick Win Use Case	What AI Does	Complexity
<b>01</b>	<b>Step 2</b> <i>Scan</i>	<b>Stakeholder Diagnostic Synthesis</b>	Input your stakeholder interview notes or survey data. AI synthesises themes, surfaces Champions vs Blockers, and	<b>Low</b> 4–6 hrs/cycle

			drafts the gap analysis you would otherwise spend three weeks writing.	
02	<b>Step 4</b> <i>Plan</i>	<b>90-Day Sprint Workplan Generator</b>	Provide your context: sector, executive sponsor's primary concern, top three risks. AI produces a structured 90-Day Value Proof Sprint™ workplan with fortnightly milestones and one output per sprint.	<b>Low</b> 3–5 hrs
03	<b>Step 5</b> <i>Launch</i>	<b>Weekly Executive Value Page (EVP) Drafter</b>	Input your four EVP data points — Value Baseline, Top Risk, Decision Ask, Financial Implication. AI drafts the one-page executive communication in C-suite language. Human review required before sending.	<b>Low</b> 2–3 hrs/wk
04	<b>Step 5</b> <i>Launch</i>	<b>Portfolio Status Narrative Builder</b>	Replace your manually assembled portfolio report. Input RAG data, project updates, and key risks. AI generates the executive portfolio narrative with a 'what matters most this week' highlight.	<b>Low</b> 5–8 hrs/wk
05	<b>Step 2</b> <i>Scan</i>	<b>Risk Radar and Escalation Synthesiser</b>	Input your RAID log entries. AI identifies the three risks most likely to become issues this week, drafts the escalation summary, and recommends the decision required from the executive sponsor.	<b>Medium</b> 3–4 hrs/wk
06	<b>Step 3</b> <i>Design</i>	<b>PMO Service Catalogue First-Draft Generator</b>	Provide your diagnostic findings and executive sponsor's top priorities. AI generates a fit-for-purpose PMO service catalogue aligned to your organisation's outcomes — not a generic template.	<b>Medium</b> 8–12 hrs
07	<b>Step 5</b> <i>Launch</i>	<b>Benefits Realisation Tracker Narrative</b>	Input your benefits register data. AI translates raw benefit tracking numbers into an executive-ready progress narrative with a financial implication statement and a recommended decision.	<b>Medium</b> 3–5 hrs/wk
08	<b>Step 5</b> <i>Launch</i>	<b>Decision Velocity Log and Board Summary</b>	Track which decisions the PMO has enabled in the past 30 days. AI structures these into a decision velocity report — the quantified proof that the PMO is accelerating execution, not slowing it down.	<b>Low</b> 2–3 hrs/wk
09	<b>Step 4</b> <i>Plan</i>	<b>PMO Business Case AI-Assisted Draft</b>	Provide your diagnostic findings, baseline metrics, and	<b>Medium</b> 6–10 hrs

			value hypothesis. AI drafts the PMO business case in CFO-ready language: problem, investment required, return expected, risk of inaction.	
10	Step 2 / 5 <i>Scan / Launch</i>	<b>Governance Meeting Pack AI Summariser</b>	Input minutes, decisions, and action logs from your last governance cycle. AI produces a one-page executive summary of what was decided, what remains open, and what requires a decision before the next meeting.	<b>Low</b> 2–4 hrs/meeting

**PMO Co-Pilot™ Note:** *The full ready-to-use prompt library for each of these use cases is available in the PMO Co-Pilot™ Prompt Library at [runpmoconsulting.com/pmo-copilot](https://runpmoconsulting.com/pmo-copilot) — copy, contextualise, and send.*

SECTION 4

## 90-Day AI Adoption Starter Plan

Three phases. Thirty days each. One non-negotiable milestone per phase. The plan is designed to be followed by a PMO leader with no dedicated AI resource, no new budget, and no tolerance for disruption to existing delivery commitments. What it requires is discipline, a clear executive communication rhythm, and honest tracking.

**Before You Start the 90-Day Plan**

- Complete:** Your Readiness Assessment (Section 1) and use case selection (Section 3).
- Assign:** One PMO team member as AI Use Lead for the 90-day period (this can be you).
- Confirm:** Your executive sponsor knows an AI pilot is under way. They will receive an update at the end of each phase.
- Establish:** Your time-saving baseline. Record how long your current manual version of each use case takes. You need this to prove the value of AI at Day 90.

**Phase 1 · Days 1–30 · Establish & Pilot**  
*Goal: Run one AI use case. Prove value. Build confidence.*

Actions	Phase Output
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<ol style="list-style-type: none"> <li>1. Complete the AI-Enabled PMO Readiness Assessment™ and score all five dimensions.</li> <li>2. Select your highest-priority Quick Win use case from Section 3 (Low complexity preferred).</li> <li>3. Establish your AI governance baseline: approved uses, data rules, human review requirement.</li> <li>4. Assign one PMO team member as the AI Use Lead for the pilot.</li> <li>5. Run the first AI-assisted output (e.g., EVP draft or diagnostic synthesis).</li> <li>6. Share the output with your executive sponsor. Record their response.</li> <li>7. Track time saved vs. manual baseline.</li> </ol>	<p><i>First AI-generated output reviewed and sent · Time-saving baseline recorded · Executive sponsor response documented</i></p> <p><b>Milestone Check</b>  <b>One AI use case proven. Executive sponsor has received an AI-assisted EVP.</b></p>
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**Phase 2 · Days 31–60 · Expand & Validate**  
*Goal: Add two more use cases. Build the evidence base.*

<p><b>Actions</b></p> <ol style="list-style-type: none"> <li>1. Activate two additional Quick Win use cases from the checklist.</li> <li>2. Begin using AI for weekly EVP drafting — human review and sign-off mandatory.</li> <li>3. Build your first AI-assisted portfolio status narrative for the governance meeting.</li> <li>4. Document the benefit evidence: time saved, decisions accelerated, risks surfaced earlier.</li> <li>5. Brief your executive sponsor on the combined impact of all three use cases.</li> <li>6. Identify any data quality gaps blocking better AI outputs — assign fixes.</li> <li>7. Review team AI literacy: identify who needs prompt-writing coaching.</li> </ol>	<p><b>Phase Output</b>  <i>Three AI use cases active · Weekly EVP AI-assisted · First benefit evidence documented</i></p> <p><b>Milestone Check</b>  <b>Executive sponsor briefed on measurable AI impact. PMO team using AI weekly.</b></p>
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**Phase 3 · Days 61–90 · Institutionalise & Report**  
*Goal: Make AI a permanent part of how the PMO operates.*

<p><b>Actions</b></p> <ol style="list-style-type: none"> <li>1. Formalise your AI governance framework — one page, board-approved.</li> <li>2. Build and share your 90-day AI adoption impact report with the executive sponsor.</li> <li>3. Quantify total time saved, decisions enabled, and risks mitigated through AI.</li> <li>4. Identify the next two AI use cases for the following 90-day cycle.</li> </ol>	<p><b>Phase Output</b>  <i>90-day impact report delivered · AI governance formalised · Next cycle planned</i></p> <p><b>Milestone Check</b>  <b>The PMO operates as an AI-augmented intelligence function. The case for AI-PIM™ is on the executive’s desk.</b></p>
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5. Begin building the PMO Co-Pilot™ prompt library tailored to your specific sector.
6. Present the case for Portfolio Intelligence Model™ adoption to the executive sponsor.
7. Celebrate the team’s capability shift — the PMO is now AI-augmented.

***The PMO Co-Pilot™ does not replace the 90-Day Value Proof Sprint™. It runs inside it — accelerating every phase from diagnostic to executive communication. The 90-day discipline is what makes the AI output credible. The AI output is what makes the 90-day discipline sustainable.***


**SECTION 5**

## AI Governance Guardrails — One-Page Baseline

Every AI output produced by the PMO must be governed before it is used. Not because AI cannot produce good work — it frequently does. But because the PMO’s credibility with the executive sponsor depends on every output being accurate, appropriately framed, and owned by a human being accountable for its content.

This one-page baseline gives your team the essential governance rules to operate safely from Day 1 of your AI adoption. It is not a comprehensive AI policy. It is the minimum viable governance framework that allows a PMO team to begin using AI tools responsibly while a fuller policy is being developed.

☑ APPROVED USES	✗ PROHIBITED USES
<ul style="list-style-type: none"> <li>• Drafting executive communications (EVP, board summaries, escalation papers) — human review required before sending.</li> <li>• Synthesising stakeholder feedback and diagnostic data into structured outputs.</li> <li>• Generating first-draft workplans, service catalogues, and governance frameworks.</li> <li>• Summarising meeting notes, RAID logs, and portfolio status updates.</li> </ul>	<ul style="list-style-type: none"> <li>• Inputting personal, confidential, or commercially sensitive project data into unapproved external AI tools.</li> <li>• Publishing AI-generated outputs without human review and sign-off by a named PMO team member.</li> <li>• Using AI to produce decisions — AI provides recommendations; humans make and own decisions.</li> <li>• Presenting AI-generated content to the executive sponsor as if it were independently researched.</li> </ul>

<ul style="list-style-type: none"> <li>• Building prompt-based analysis of anonymised or publicly available data.</li> <li>• Supporting team learning: coaching questions, reflection prompts, development plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Using AI to assess individual team members' performance or produce HR-related content.</li> <li>• Inputting client or partner data without explicit data handling approval from your information security team.</li> </ul>
<p> DATA HANDLING RULES</p>	<p> HUMAN REVIEW REQUIREMENTS</p>
<ul style="list-style-type: none"> <li>• Only input data classified as 'Internal' or 'Public' into AI tools. Never input 'Confidential' or 'Restricted' data without explicit security approval.</li> <li>• Anonymise project names and personal names in diagnostic inputs where possible.</li> <li>• Do not store sensitive portfolio data in AI tool conversation histories.</li> <li>• Use approved organisational AI tools wherever available. Personal AI tool accounts must not be used for PMO work.</li> <li>• When in doubt about data classification, default to not inputting and seek IT guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• All AI-generated outputs sent to executive sponsors or posted in governance forums must be reviewed and approved by the Head of PMO or a named delegate.</li> <li>• The reviewing human is accountable for the accuracy of the output — AI authorship is not a defence.</li> <li>• AI-generated first drafts should be clearly labelled internally as 'AI Draft — Pending Review' until approved.</li> <li>• Where AI output is materially incorporated into a board paper or executive decision document, this should be noted in the document's preparation notes.</li> <li>• Track which outputs were AI-assisted. Quarterly review of AI use with the governance lead.</li> </ul>

**Governance Principle:** *AI in the PMO is not a risk to manage away. It is a capability to build responsibly. These guardrails are designed to make that possible from Day 1 — not to delay adoption, but to protect the PMO's most valuable asset: executive trust.*

**You now know where you stand.**  
*You have a score. You have use cases. You have a 90-day plan.*  
***The only thing that separates an AI-augmented PMO from an aspiration is the decision to begin.***  
 Ahmed Jadelrab · Founder & CEO, RUN PMO Consulting™