

HILLSIDE AI · AI TRANSFORMATION TOOLKIT

Executive AI Literacy Checklist

Seven concepts every AI leader must understand — and how to assess your current literacy

Chapter Reference: Chapter 3 — Leading AI Without Being a Data Scientist

INSTRUCTIONS

Score each statement from 1 (strongly disagree) to 5 (strongly agree). Complete independently. Then review as a leadership team to identify collective blind spots.

Concept 1: What AI Can and Cannot Do

I can clearly articulate what AI can and cannot do in business contexts.

Can you distinguish between AI-suitable tasks (pattern recognition, prediction, automation) and those requiring human reasoning?



Concept 2: How AI Models Make Decisions

I understand the concept of a trained model and can explain why training data quality matters.

Can you explain why a model trained on historical data perpetuates historical patterns — including biases?



Concept 3: Where Bias Enters AI Systems

I know the three main sources of AI bias and can ask the right questions to assess bias risk.

Training data bias, target variable design, and deployment context mismatch — can you explain all three?



Concept 4: What Good Data Looks Like

I can evaluate whether a dataset is suitable for AI use without needing a data scientist.

Relevant, consistent, complete, current, labelled — can you apply all five criteria to a real dataset?



Concept 5: How to Evaluate Vendor Claims

I have a structured approach for evaluating AI vendor proposals beyond headline accuracy claims.

Do you ask about deployment accuracy (not just test accuracy), failure modes, integration costs, and model maintenance?



Concept 6: How to Set Internal Expectations

I set realistic AI expectations internally and understand the four dimensions of AI project realism.

Timeline, accuracy, change management, and iteration — do you communicate all four proactively?



Concept 7: How to Measure AI Value

I measure AI success in business outcomes, not technical metrics.

Do your AI success metrics connect directly to business KPIs — cost, revenue, retention, accuracy — not model performance statistics?



SCORE INTERPRETATION

Score	Level	Recommended Action
28 – 35	Strong Literacy	Deepen domain knowledge. Stay current as technology evolves.
21 – 27	Good Foundation	Two or three targeted learning interventions will close remaining gaps.
14 – 20	Developing Literacy	A structured Executive AI Training programme will significantly strengthen your ability to lead.
7 – 13	Foundational Gaps	Structured training is essential before committing to significant AI investments.

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