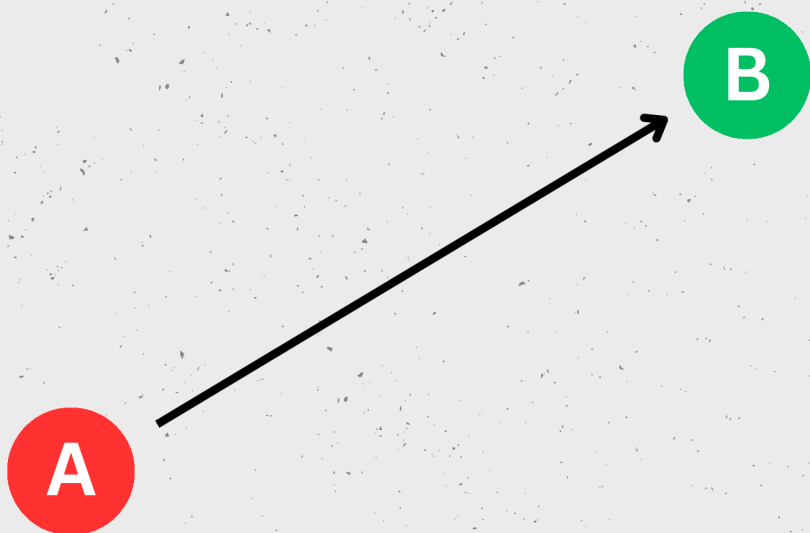


# AUTOMATION READINESS CHECKLIST



SCORE YOUR WAY TO  
SMART GROWTH

**Alientics**

*In today's fast-paced world, automation is no longer a luxury  
— it's a necessity.*

*At Alientics, we believe that automation fuels growth,  
empowers people, and drives businesses to achieve more,  
faster.*

*This checklist is designed to help you evaluate your current  
operations and identify opportunities for automation.  
Whether you're starting your journey or optimizing an  
existing system, this guide reflects our commitment to  
operational excellence, innovative technology, and smart  
decision-making.*

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## HOW TO USE THIS CHECKLIST ?

*For each item, score yourself from 0 to 5:*

*0 = Not started* ❌

*1 = Very poor / no plan*

*2 = Basic awareness only* 🔍

*3 = In progress but not complete* 🛠️

*4 = Implemented but needs optimization* ✅

*5 = Fully implemented and optimized* 🚀

At the end of each section, sum your scores.

Total maximum score: 105 points (21 checkpoints × 5 points).

💡 *“Be honest and consistent in scoring. This checklist works best when it reflects your actual status — not your ideal.”*

## 1. PROCESS IDENTIFICATION

(MAX 15 POINTS)

### Questions:

**1.1 All key processes are documented and mapped (Sales, Inventory, Finance, HR).**

0.            1.            2.            3.            4.            5.

**1.2 Repetitive tasks and bottlenecks are clearly identified.**

0.            1.            2.            3.            4.            5.

**1.3 Standard operating procedures (SOPs) are defined and accessible.**

0.            1.            2.            3.            4.            5.

**SCORE (       / 15 )**

## 2. TECHNOLOGY READINESS

(MAX 15 POINTS)

### Questions:

**2.1 Core systems (ERP, CRM, POS) are integration-ready.**

0.                      1.                      2.                      3.                      4.                      5.

**2.2 Infrastructure (hardware, servers, cloud) can support automation.**

0.                      1.                      2.                      3.                      4.                      5.

**2.3 Cybersecurity protocols are in place for automated operations.**

0.                      1.                      2.                      3.                      4.                      5.

**SCORE (                      / 15 )**

### 3. DATA MANAGEMENT

(MAX 15 POINTS)

#### Questions:

**3.1 Business data is centralized and organized.**

0.                      1.                      2.                      3.                      4.                      5.

**3.2 Data quality (accuracy, consistency) is regularly audited.**

0.                      1.                      2.                      3.                      4.                      5.

**3.3 Sensitive business and customer data protected with passwords and access restrictions.**

0.                      1.                      2.                      3.                      4.                      5.

**SCORE (                      / 15 )**

## 4. EMPLOYEE EMPOWERMENT

(MAX 15 POINTS)

### Questions:

**4.1 Employees are trained to work with automation systems.**

0.            1.            2.            3.            4.            5.

**4.2 Innovation is encouraged; automation is seen as empowering, not threatening.**

0.            1.            2.            3.            4.            5.

**4.3 Teams are involved in automation design and feedback loops.**

0.            1.            2.            3.            4.            5.

**SCORE (       / 15 )**

## 5. CUSTOMER EXPERIENCE ALIGNMENT

(MAX 15 POINTS)

### Questions:

**5.1 Automation is used to enhance customer service (speed, accuracy, personalization).**

0.            1.            2.            3.            4.            5.

**5.2 Human support is available when automation escalates complex issues.**

0.            1.            2.            3.            4.            5.

**5.3 Customer feedback is integrated into automated systems for continuous improvement.**

0.            1.            2.            3.            4.            5.

**SCORE (        / 15 )**

## 6. SCALABILITY PLANNING

(MAX 15 POINTS)

### Questions:

**6.1 Automation solutions are designed to scale with business growth.**

0.                      1.                      2.                      3.                      4.                      5.

**6.2 Systems are modular and flexible for future technology upgrades.**

0.                      1.                      2.                      3.                      4.                      5.

**6.3 Roadmaps are in place for long-term automation evolution.**

0.                      1.                      2.                      3.                      4.                      5.

**SCORE (                      / 15 )**

## 7. CONTINUOUS IMPROVEMENT

(MAX 15 POINTS)

### Questions:

**7.1 Clear KPIs are defined to measure automation success (e.g., time saved, errors reduced).**

0.                      1.                      2.                      3.                      4.                      5.

**7.2 Automation processes are reviewed and optimized regularly.**

0.                      1.                      2.                      3.                      4.                      5.

**7.3 Teams are kept informed about latest automation trends and innovations.**

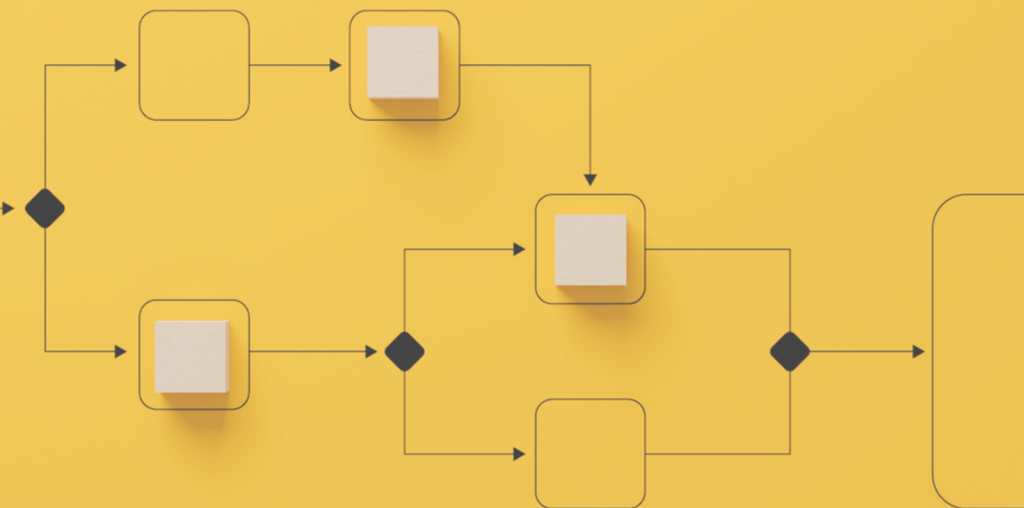
0.                      1.                      2.                      3.                      4.                      5.

**SCORE (                      / 15 )**


# YOUR AUTOMATION READINESS SCORE

TOTAL SCORE  
(       / 105 )

RANGE	LEVEL	INTERPRETATION
0–30	Beginner	Major gaps. Immediate action needed.
31–60	Developing	Partial readiness. Good foundation, but significant work ahead.
61–90	Competent	Strong baseline. Ready for phased automation expansion.
91–105	Leader	Best-in-class automation maturity. Future-ready business.



*At Alientics, we believe automation isn't just about saving time — it's about unlocking human potential, building resilience, and designing businesses that thrive in tomorrow's world.*

 *Streamline Today. Succeed Tomorrow.*

**Alientics**

[www.alientics.com](http://www.alientics.com)