SAMPLE ORGANIZATION / DATE REDACTED

AI Familiarity & Comfort Summary

ILLUSTRATIVE REPORT SAMPLE

A preview of the report structure for an organization's AI familiarity and comfort survey. Respondent counts and comfort values are redacted.

RESPONDENTS	REPORTED USE	COMFORT
[N] across organizational roles	**Predominantly never or rarely**	**[X] / 10**

Example interpretation: Most staff are starting at Pre-Beginner or Beginner. A structured learning sequence can build familiarity, practical experience and responsible use.

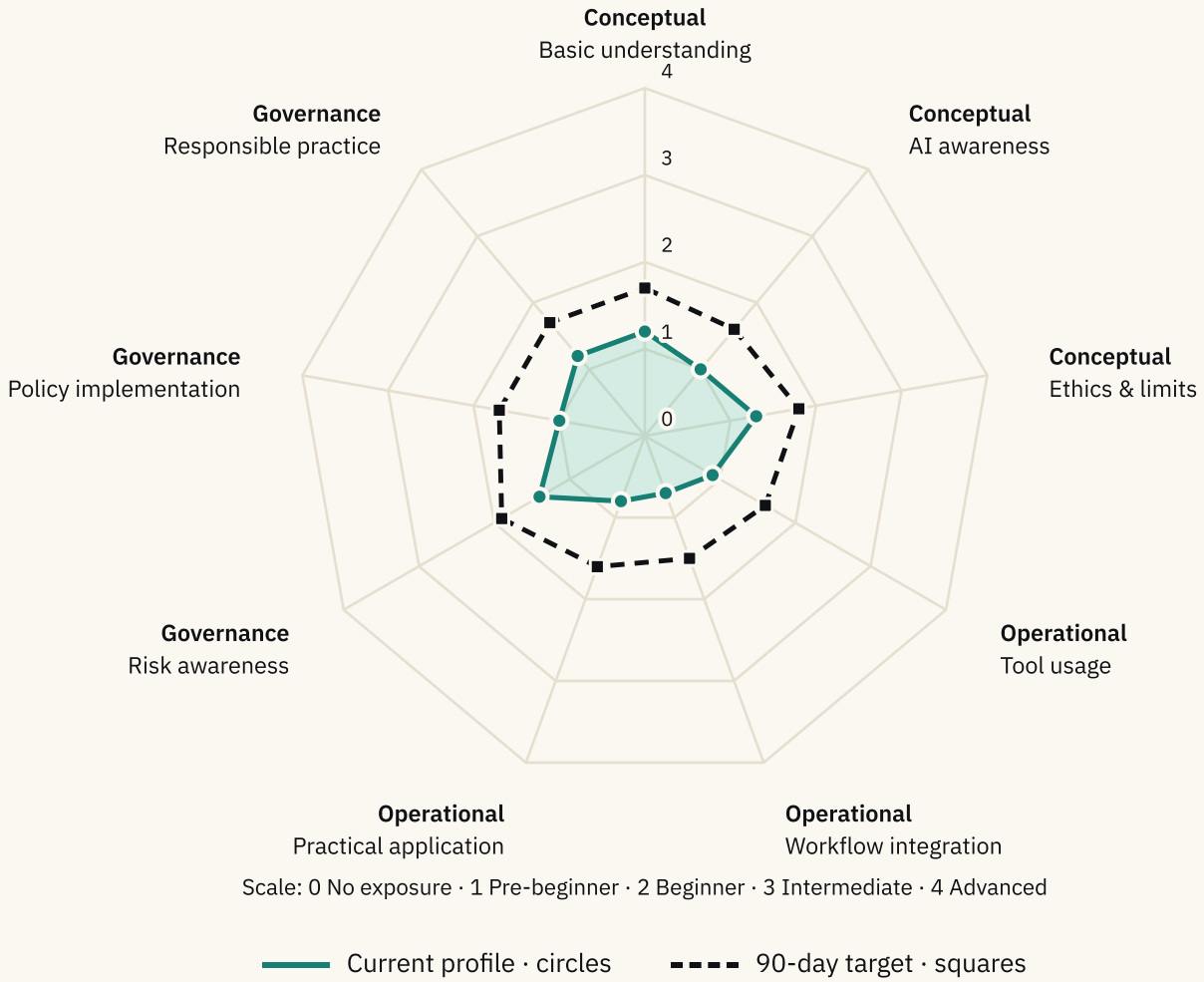
Key metrics snapshot

Metric category	What we summarize	Why it matters
AI usage frequency	Never, rarely, occasionally, weekly or daily use.	Establishes the starting point for training.
Organizational adoption	No use, informal experimentation, pilots or operational use.	Shows whether activity is individual or structured.
Tools and experience	Chatbots, agents, specialized tools and reported activities.	Anchors learning in familiar tools and current practice.
Concerns	Where to start, privacy, accuracy, time, cost and other barriers.	Directs policy, support and training priorities.
Priority focus areas	Processes people want to improve and preferred learning formats.	Connects learning to the team's actual work.

RUDI RADAR MAP / REPORT EXAMPLE

Reading the readiness profile

The report can compare a current profile with a proposed 90-day target across nine dimensions in the Conceptual, Operational and Governance lanes.



Illustrative profiles only. This chart shows the report format. Its schematic values are not calculated from survey responses. A scored profile requires evidence for each dimension and a documented assessment method.

THREE CATEGORIES OF MEASUREMENT

How the report frames AI readiness

Each swim lane connects the team's starting point to a proposed learning objective. Examples below describe the reporting approach.

01 Conceptual understanding

What we assess: Understanding of training data, output variability, bias, limitations and ethical considerations.

Example progression: From describing AI as a tool that generates text to explaining why its outputs vary and when they need verification.

Why it matters: A shared mental model helps people recognize limitations before relying on an answer.

02 Operational practice

What we assess: Choosing tools, writing effective prompts, checking results and applying AI in workflows.

Example progression: From trying a basic prompt to using AI for a work task with a repeatable review step.

Why it matters: Practice connects tool familiarity to tasks people need to complete.

03 Governance and oversight

What we assess: Policies, review practices, protection of personal information and approval of pilots.

Example progression: From naming risks to applying organizational policies and verification requirements.

Why it matters: Clear boundaries help people use AI without exposing information or accepting unchecked output.

YOUR ROADMAP / SAMPLE SEQUENCE

A 60-90 day plan for AI literacy

Survey findings guide the starting point and use cases. This example sequence and its targets are adapted after the results are reviewed.

PHASE 01
DAYS 1-30

Conceptual foundation

Build a shared vocabulary and mental model for how AI works. Address the “don’t know where to start” gap with plain-language foundations.

Typical activities: A 60-90 minute fundamentals session on capabilities, limitations, training data, output variability, bias and organizational context.

Illustrative success measure: 70% of participants advance one RUDI level in conceptual understanding.

PHASE 02
DAYS 31-60

Operational skills

Practice the priority use cases identified in the survey. Connect AI use to the team’s real tasks.

Typical activities: Three or four 45-60 minute modules on workflows such as administration, compliance documentation, communications, data insights or grant writing.

Illustrative success measure: 50% of participants use approved AI templates weekly with verification protocols.

PHASE 03
DAYS 61-90

Governance implementation

Turn individual experimentation into practice guided by clear policies and review requirements.

Typical activities: A one-page Responsible Use guide, a pilot rubric with approval steps and success measures, and ongoing support.

Illustrative success measure: 100% compliance with the organization’s personal-data policies and verification protocols.

FROM FINDINGS TO ACTION

Choose the work to improve first.

The final report turns expressed needs and concerns into priority use cases and immediate actions. The examples below show the format.

HIGH PRIORITY	**Ethics and best practices** Define responsible AI use in the organization's context. **Operational time-savers** Identify repeatable administration, reporting and documentation tasks. **Privacy and security** Set boundaries around sensitive information.
MEDIUM PRIORITY	**Communications support** Stakeholder engagement, multilingual outreach and messaging. **Data insights and strategic documentation** Reporting, dashboards, grant writing, proposals and longer documents.
FUTURE DEVELOPMENT	Training materials and knowledge capture, advanced workflow automation, and cross-functional integration.

Typical immediate actions

1. Draft a one-page Responsible Use guide for the organization.
2. Create three to five workflow templates with prompts and verification checklists.
3. Plan foundation sessions with the relevant stakeholders and champions.
4. Establish support through office hours, a community of practice or an escalation path.

Actual priorities, dates, targets and recommendations depend on the organization's results and review. This sample is not a delivery commitment.