

What I need from you

Data Readiness for AI

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. Access to the records as they exist **ESSENTIAL**

Why I need it. Readiness is about the records that exist, not those described.

Where you'll find it. Read access is enough, and nothing needs tidying or moving first.

Without it. The assessment has nothing real to test against; it can only comment on what people describe rather than what actually exists

2. What the team believes exists and where **IMPORTANT**

Why I need it. The gap between believed and actual is the finding.

Where you'll find it. An email in their own words, before I open anything.

Without it. The comparison between what people think exists and what actually does cannot be run, so the report loses one of its most useful pages

3. One project end to end **ESSENTIAL**

Why I need it. One project in full shows what a whole set looks like.

Where you'll find it. Chosen on the scoping call.

What good looks like. a real project, end to end, messiness intact.

Without it. There is no depth sample to trace end to end, so the connection failures that only show up on a full project stay hidden

4. The intended use, stated precisely **ESSENTIAL**

Why I need it. Readiness is relative to a use.

Where you'll find it. One call covers it.

Without it. There is nothing precise to measure readiness against, so the assessment cannot say whether the records are ready for anything specific

5. The confidentiality and data position ESSENTIAL

Why I need it. Nothing moves before this is agreed.

Where you'll find it. A short confirmation from whoever manages the contract or data protection on your side, covering whether any records hold information belonging to your subcontractors, your client or anyone else.

Without it. Nothing can be copied or examined until this is settled, so the assessment cannot start

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.