


MATT DOMO

DIGITAL CAPABILITY AND READINESS WORKSHEET

A glowing Earth from space, with a bar chart and a triangle overlaid on it. The bar chart has two bars of different heights, and the triangle is positioned to the left of the taller bar. The background is a dark blue space with stars.

Digital transformation succeeds or fails based on alignment. This worksheet helps leaders assess readiness across customer experience, execution speed, agility, automation, and operating model design. It is not a test, but a practical diagnostic to surface where focus will matter most. Use it to create clarity, guide leadership conversation, and sequence action with intent.

If applying this raises questions, a short working conversation can help clarify next steps.

The chapters and worksheets in this guide assume you have completed the AI Business Stress Test introduced in Chapter 1.

If you have not yet completed it, pause here and take that assessment first. It provides the context needed to answer the questions that follow with clarity and confidence.

A QR code is provided below for quick access.

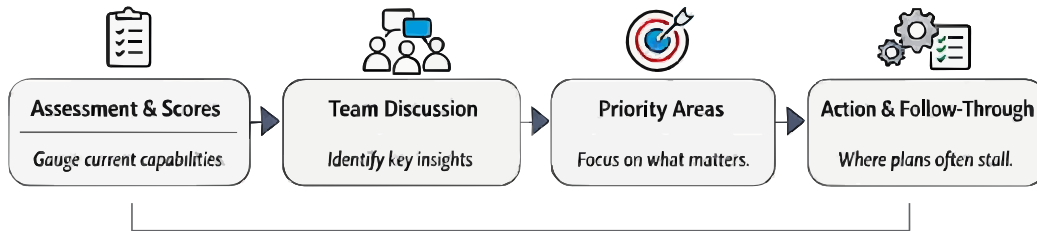


Digital Capability Assessment: Are You Future-Ready? A Note for Leaders Applying This Assessment

This assessment is intended to generate honest reflection and productive dialogue. In practice, interpretation and next steps vary by context and constraints.

If a brief working conversation to pressure-test results would be useful, that option is available.

How Teams Typically Use This Assessment



Most teams struggle to maintain momentum beyond this point.

Private walkthrough: mattdomo.com/apply

This assessment helps your team gauge its readiness for the AI era. It's not a test, but a tool for conversation and growth.

Rate each statement on a scale of 1 (Rarely/Not yet) to 5 (Consistently/Proficiently).

I. Architecting Digital Mindset

Execution often benefits from an outside perspective.

- I am comfortable exploring new digital tools or software, even if I haven't used them before.
- When a process changes due to new technology, I adapt quickly and look for efficiency gains.
- I actively seek out information on emerging digital trends, such as AI and automation, that are relevant to my role.
- I view mistakes made while experimenting with new digital tools as learning opportunities.

Momentum typically breaks during execution.

II. Architecting Data Insight

- I can confidently access and interpret data from our digital systems, such as CRM and analytics dashboards.
- I use data to inform my decisions, rather than relying solely on intuition.
- I can identify patterns or trends in data that could lead to new opportunities or solve problems.

Assumptions surface at this stage

- I feel comfortable asking questions about the source, reliability, and implications of data.

III. Architecting Digital Collaboration

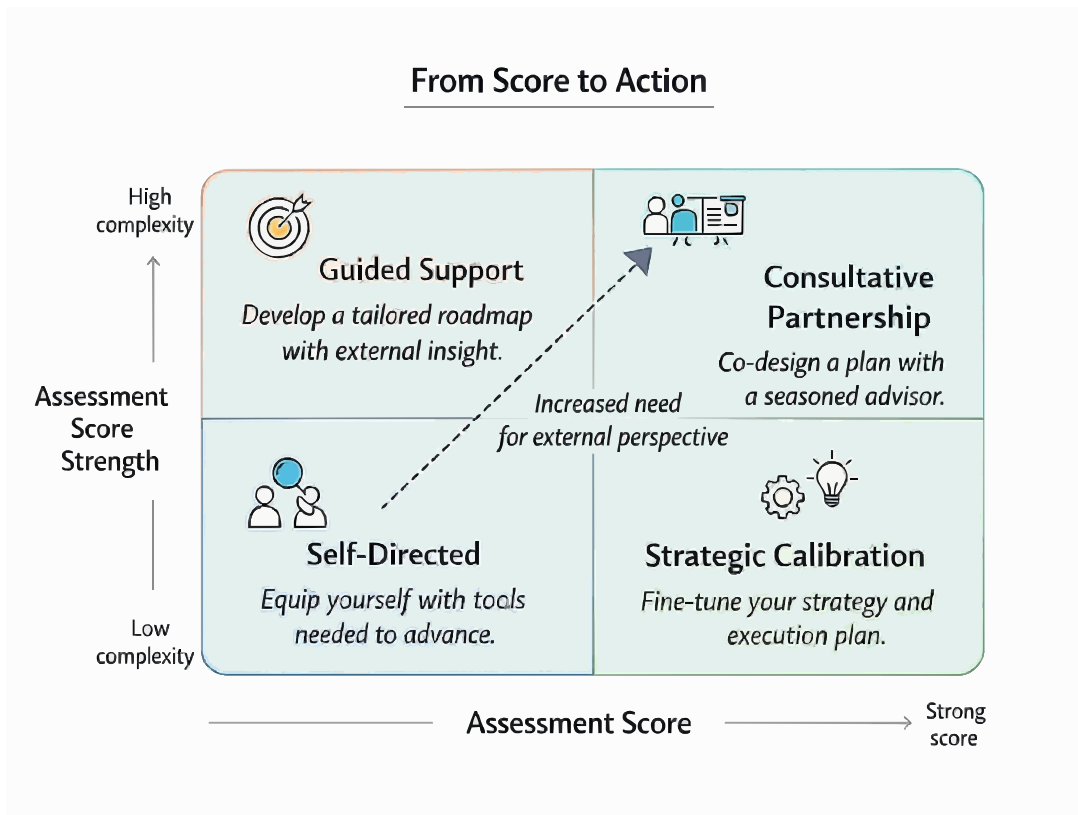
- I effectively use our digital collaboration tools (e.g., Teams, Slack, project management software) for communication and task management.
- I can efficiently share documents, data, and insights with colleagues using our digital platforms.
- I utilize digital tools to facilitate effective collaboration and communication with cross-functional or remote teams.
- I understand and contribute to maintaining digital etiquette and security best practices in online interactions.

IV. Architecting Tool Fluency

- I can effectively use our marketing automation platform to execute campaigns.
- I understand how AI-powered tools might personalize customer outreach in my area.
- I can pull reports and analyze performance data from our digital advertising platforms.
- I am comfortable using digital tools for content creation or curation relevant to my role.

V. Architecting AI Readiness

- I understand what AI is and how it is (or could be) applied in our industry.
- I can identify basic tasks in my workflow that could be augmented by AI.
- I am curious about how AI might impact my role in the future and am open to learning more.
- I understand the basic ethical considerations when interacting with or utilizing AI. From Score to Action



Scoring & Interpretation (Guidance for the Chapter):

Scoring & Interpretation

This assessment is not a grade. It indicates where action will matter most.

Score Ranges

- **40–50 | Strong Foundation**
 Capabilities are in place. Focus on calibration and scale.
- **30–39 | Developing**
 Capabilities are uneven. Prioritize before accelerating.
- **Below 30 | Foundational Gaps**
 Readiness is constrained. Strengthen core capabilities first.

From Score to Action

Use your score in context of organizational complexity:

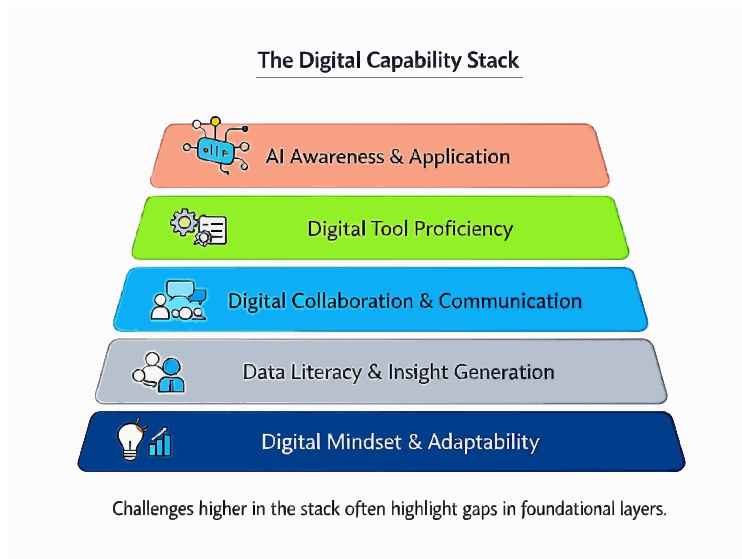
- Strong score + low complexity → Self-directed progress
- Strong score + high complexity → Strategic calibration
- Lower score + low complexity → Targeted development
- Lower score + high complexity → Guided support

Lower scores are not a failure—they clarify sequence and focus.

Discussion Prompts

- Where does execution currently stall?
- Which capability limits progress most?
- What should be strengthened first to unlock momentum?

The Digital Capability Stack (Conceptual View)



What Most Readers Do Next

- Apply this assessment independently or with your leadership team
- Discuss areas that scored lower and identify constraints
- Talk it through with someone experienced in digital and AI transformation

If the third option is useful, you know where to find me.