ASPEN POLICY ACADEMY
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Readiness Assessment

Coordinated AI Requirements CAIR Pilot Readiness Assessment

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November 2026

This readiness assessment was developed by an Aspen Policy Academy Fellow while participating in the 2026 Science and Technology Policy Fellowship. This assessment helps organizations determine whether they are ready to participate in a coordinated approach to evaluating artificial intelligence (AI). The full project, including a policy brief explaining the Fellow's core recommendations, is available here. Please note that the author's opinions published here are their own. This project was created with the help of AI. Generative AI is experimental and information quality may vary. The content has been reviewed, edited, and finalized by the author. This publication does not reflect the views of the Aspen Policy Academy or the Aspen Institute. This project was developed between June 26 and August 31, 2026, with initial submission on August 31, 2026. The content reflects information available during this period.

Purpose

The CAIR Readiness Assessment helps organizations determine whether they are ready to participate in a coordinated approach to evaluating artificial intelligence. It focuses on how well accessibility, cybersecurity, and AI governance are considered together during technology decisions.

This assessment is part of the CAIR Playbook. It is designed for the Version 1.0 pilot, which is based on 3 foundational resources: the National Institute of Standards and Technology (NIST) Artificial Intelligence Risk Management Framework 1.0, the NIST Cybersecurity Framework 2.0, and the Web Content Accessibility Guidelines 2.2.

This is not a compliance audit, certification, or maturity assessment. The goal is to help participating departments understand their current level of readiness, identify opportunities for better coordination, and prepare for a collaborative discussion using the CAIR Playbook. Organizations can use what they learn from this pilot to develop their own coordinated evaluation process that reflects their unique policies, standards, and procedures.

Instructions

Complete this assessment based on your role and experience within the organization. Answer each question independently without discussing your responses with other participants before submitting the assessment.

Choose the response that best reflects what you know. If a question is outside your area of responsibility or you do not have enough information to answer it, select “Not applicable.”

There are no right or wrong answers. Honest responses will help your organization identify areas of agreement, opportunities for improvement, and topics for discussion during the pilot.

After you submit the assessment, you will receive a copy of your responses. Bring your results to the facilitated review session, at which participants from each department will compare responses, discuss differences in perspective, identify strengths and gaps, and determine next steps together.

Section 1: Participant Information

Organization name

Organization type

- ◯ State government
- ◯ Local government
- ◯ Higher education
- ◯ K–12 education
- ◯ Private sector
- ◯ Nonprofit
- ◯ Other

Department

- ◯ Executive leadership
- ◯ Information technology
- ◯ Artificial intelligence governance
- ◯ Accessibility
- ◯ Cybersecurity
- ◯ Procurement
- ◯ Legal
- ◯ Privacy
- ◯ Risk management
- ◯ Human resources
- ◯ Business operations
- ◯ Other

Job title

Years in current role

- ◯ Less than 1 year
- ◯ 1–3 years
- ◯ 4–7 years
- ◯ 8–10 years
- ◯ More than 10 years

Section 2: Leadership and Organizational Support

Executive leadership supports coordinated evaluation of AI systems.

◯	◯	◯	◯	◯	◯
Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable

Leadership encourages collaboration across departments when evaluating AI systems.

◯	◯	◯	◯	◯	◯
Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable

Leadership is willing to dedicate time and resources to this pilot.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

Our organization recognizes the importance of considering accessibility, cybersecurity, and AI governance.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

My department receives leadership support when participating in technology evaluations.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

How confident are you in your responses for this section?

Very unconfident	Unconfident	Neutral	Confident	Very Confident
○	○	○	○	○

Section 3: Roles and Responsibilities

I understand my role in evaluating AI systems.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

I know which departments should participate in AI evaluations.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

My department's responsibilities during AI evaluations are clearly defined.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

I know who to contact when questions arise about accessibility, cybersecurity, or AI governance.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

My department is included when technology decisions affect our area of responsibility.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

How confident are you in your responses for this section?

Very unconfident	Unconfident	Neutral	Confident	Very Confident
○	○	○	○	○

Section 4: Current Evaluation Practices

Our organization has a documented process for evaluating new technology.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

AI systems are reviewed before they are implemented.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

Accessibility is considered during AI evaluations.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

Cybersecurity is considered during AI evaluations.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

AI governance is considered during AI evaluations.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

Technology evaluation decisions are documented.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

How confident are you in your responses for this section?

Very unconfident	Unconfident	Neutral	Confident	Very Confident
○	○	○	○	○

Section 5: Knowledge and Awareness

I understand the purpose of coordinated AI evaluation.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

I know where to find my organization's AI related policies or guidance.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

I am aware of AI systems currently used by my department.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

I am aware of AI systems currently used across the organization.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

I understand when my department should participate in AI evaluations.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

How confident are you in your responses for this section?

Very unconfident	Unconfident	Neutral	Confident	Very Confident
○	○	○	○	○

To the best of your knowledge, is your department currently using AI systems?

- ○ Yes
- ○ No
- ○ Not Sure

Which types of AI systems does your department currently use?

Select all that apply.

- ☐ Generative AI
- ☐ Predictive analytics
- ☐ Automation or workflow tools
- ☐ Customer service or chatbots
- ☐ Cybersecurity tools
- ☐ Accessibility tools
- ☐ Not sure
- ☐ Other

Section 6: Cross-Functional Collaboration

My department works with other departments when evaluating AI systems.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

Information is shared effectively between departments during technology evaluations.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

Different departments understand each other's responsibilities during AI evaluations.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

My department has opportunities to provide input before AI systems are implemented.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

Cross-departmental collaboration improves technology decisions.

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable
○	○	○	○	○	○

How confident are you in your responses for this section?

○ Very unconfident ○ Unconfident ○ Neutral ○ Confident ○ Very Confident

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Section 7: Pilot Readiness

My department is willing to participate in this pilot.

○ Strongly Disagree ○ Disagree ○ Neither agree nor disagree ○ Agree ○ Strongly agree ○ Not applicable

My department has enough time to participate in this pilot.

○ Strongly Disagree ○ Disagree ○ Neither agree nor disagree ○ Agree ○ Strongly agree ○ Not applicable

I believe this pilot will help improve coordination across departments.

○ Strongly Disagree ○ Disagree ○ Neither agree nor disagree ○ Agree ○ Strongly agree ○ Not applicable

I would recommend continuing this pilot after completion.

○ Strongly Disagree ○ Disagree ○ Neither agree nor disagree ○ Agree ○ Strongly agree ○ Not applicable

How confident are you in your responses for this section?

○ Very unconfident ○ Unconfident ○ Neutral ○ Confident ○ Very Confident

Section 8: Reflection

What is your organization's greatest strength when evaluating AI systems?

What is the biggest challenge your organization faces when coordinating AI governance, cybersecurity, and accessibility?

If you could improve one part of your organization's AI evaluation process, what would it be?

Is there another department or role that should participate in this coordinated evaluation? If so, why?

About the Aspen Policy Academy

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