

CHECKLIST

The AI-Ready Data Hygiene Checklist

Your Checklist for Creating an
AI-Ready Data Environment

www.mirazon.com
(502) 240-0404
info@mirazon.com



Think Your Data Is AI-Ready?

AI can help your business work smarter, move faster, and uncover valuable insights—but only if it's working with clean, reliable data.

Use this checklist as a quick health check for the data powering your business. As you work through each item, you'll identify what's working well, where gaps may exist, and opportunities to build a stronger foundation for AI, automation, reporting, and decision-making.

The goal isn't perfection. It's progress. Because every step toward cleaner, more trustworthy data helps you get more value from the technology you're investing in.

Data Quality & Accuracy

Trustworthy outputs start with trustworthy data.

- ☐ Establish data entry standards across systems and teams
- ☐ Review records regularly for missing, outdated, or inaccurate information
- ☐ Identify and eliminate duplicate records
- ☐ Validate critical business data before using it in reports, automations, or AI tools
- ☐ Create a clear process for reporting and correcting data issues

Data Consistency & Organization

Organized data is easier to find, use, and trust.

- ☐ Standardize naming conventions, formats, and required fields across systems
- ☐ Consolidate business data into designated, accessible locations
- ☐ Determine and maintain a single source of truth for critical business information
- ☐ Document key data sources, definitions, and ownership
- ☐ Archive or remove outdated records that no longer provide business value

AI Readiness

AI performs best when it's powered by clean, reliable data.

- ☐ Inventory the data sources currently being used by AI tools
- ☐ Define what information can and cannot be shared with AI platforms
- ☐ Protect sensitive, confidential, and regulated data before using AI
- ☐ Verify the quality and relevance of data being used to generate AI outputs
- ☐ Review AI-generated content and recommendations before acting on them

Data Governance & Security

Good data needs clear ownership and strong protection.

- ☐ Assign ownership for critical business data and systems
- ☐ Train employees on data quality expectations and responsibilities
- ☐ Review and restrict access to sensitive information based on business needs
- ☐ Establish and follow documented data retention and deletion policies
- ☐ Schedule regular reviews of data quality, governance, and security practices

Automation & Monitoring

The best data hygiene practices are continuous, not occasional.

- ☐ Automate the detection of duplicate, incomplete, or inconsistent records where possible
- ☐ Monitor data quality on an ongoing basis, not just during major projects
- ☐ Track key metrics that measure the health and accuracy of your data
- ☐ Map how data moves between systems and identify potential points of failure
- ☐ Address data quality issues proactively before they impact reporting, automation, or AI outcomes

Score Your Organization



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The purpose of this checklist isn't to hand out grades. It's meant to help you understand where your organization stands today and identify areas that may deserve a little extra attention.

20-25 Checked

You're in Great Shape

Your organization has built a strong foundation for AI, automation, and data-driven decision-making. Keep up the good work, continue refining your processes, and don't let data hygiene become an afterthought.

15-19 Checked

You're on the Right Track

You've got many of the right pieces in place, but there's still room to strengthen consistency, governance, or data quality practices. A few focused improvements could make a noticeable difference.

10-14 Checked

Some Gaps Are Starting to Show

Your data may be creating more friction than you realize. Improving a few key areas could help increase trust in reporting, reduce inefficiencies, and improve AI outcomes.

Fewer Than 10 Checked

You've Found an Opportunity

Don't panic—you're not alone. Many organizations discover their data needs more attention once they start exploring AI and automation.

The good news? Now you know where to focus, and every improvement you make can have a meaningful impact.



Ready to Strengthen Your Data Foundation?

Data hygiene isn't about achieving perfection. It's about creating data you can trust.

The truth is, most organizations know their data isn't perfect. The challenge is figuring out where to start and what improvements will have the biggest impact. That's where having the right partner can make all the difference.

Whether you're preparing for AI adoption, improving data quality, establishing governance practices, or simply trying to get a better handle on the information your business relies on every day, Mirazon can help.

Let's turn cleaner data into smarter decisions, stronger technology outcomes, and greater confidence in your AI journey.

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Mirazon[®]

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