

Digital Maturity Checklist

A leadership checklist for assessing digital maturity across process, platforms, data, adoption, governance and measurable value realisation.

How to use this executive resource

Use this document as a working aid in a leadership, diagnostic, roadmap or advisory discussion. Capture current-state observations, gaps, decisions, owners and immediate next steps before initiating a larger implementation or transformation program.

Core sections

- Current-state process visibility
- Workflow and platform integration
- Data quality and reporting confidence
- User adoption and change readiness
- Governance cadence and KPI ownership

Area	Current evidence	Gap / risk	Owner	Next step

Recommended 30-60-90 day conversation

First 30 days: Clarify the business problem, current-state baseline, owners, available data and immediate quick wins.

Next 60 days: Run the focused diagnostic or workshop, define target-state operating model, prioritise initiatives and create governance cadence.

Next 90 days: Launch controlled pilots or execution waves, track adoption, review benefits and refine the roadmap.

Scope note

This resource is intended for business-readiness and planning conversations. Legal, tax, regulatory, valuation, investment, data-protection and sector-specific compliance advice should be obtained from appropriately qualified professionals where applicable.