

Technical Discovery Questionnaire for AI Projects

This one-page technical discovery questionnaire helps engineering leads, architects, and digital teams evaluate readiness for AI and data-driven initiatives. Use this checklist to capture API capabilities, data readiness, security posture, deployment considerations, and compliance requirements before project kickoff.



Provider Name:

API & INTEGRATION READINESS

Checklist Item

Yes/No

Correct Example Entry

REST APIs available for key systems	☐ Y	☐ N
Webhooks or event streams supported	☐ Y	☐ N
Integration method preferred (API/Event/File)	☐ API	☐ Event ☒ File
Third-party systems requiring integration	☐ Y	☐ N
API documentation accessible	☐ Y	☐ N

Yes – CRM exposes CRUD REST endpoints
Yes – Kafka topics available for events
API
Yes – Salesforce and payment gateway
Yes – Swagger and Postman collection available

DATA SOURCES & DATA QUALITY

Checklist Item

Yes/No

Correct Example Entry

Primary data sources identified	☐ Y	☐ N
Data formats consistent	☐ Y	☐ N
Data quality assessment completed	☐ Y	☐ N
Data lineage available	☐ Y	☐ N
Real-time or batch ingestion required	☐ Real-Time	☐ Batch

Yes – Postgres and Snowflake identified
Yes – Data stored in CSV and JSON formats
Yes – Missing fields percentage evaluated
Yes – Lineage documented using mapping tool
Batch

IDENTITY, SECURITY & PRIVACY

Checklist Item

Yes/No

Correct Example Entry

SSO/IAM integrated (OAuth, SAML, JWT)	☐ Y	☐ N
Encryption applied (at rest & in transit)	☐ Y	☐ N
Sensitive data involved (PII/PHI/PCI)	☐ Y	☐ N
Access control and RBAC defined	☐ Y	☐ N
Security audit recently performed	☐ Y	☐ N

Yes – OAuth2 via Azure AD implemented
Yes – AES-256 at rest and TLS 1.2 in transit
Yes – PII data processed
Yes – Role list and access scopes defined
Yes – Audit completed in March 2024

DEPLOYMENT MODEL & SCALABILITY

Checklist Item

Yes/No

Correct Example Entry

Preferred deployment (Cloud/Hybrid/On-Prem)	☐ Cloud	☐ Hybrid	☒ On-Prem
Containerization supported	☐ Y	☐ N	
Horizontal scaling required	☐ Y	☐ N	
Expected concurrency & throughput known	☐ Y	☐ N	
CI/CD pipelines in place	☐ Y	☐ N	

Cloud
Yes – Docker and Kubernetes used
Yes – Traffic spikes expected during peak hours
Yes – 5,000 requests per minute
Yes – GitHub Actions configured

COMPLIANCE & LEGAL REQUIREMENTS

Checklist Item

Yes/No

Correct Example Entry

Regulatory frameworks applicable	☐ GDPR	☐ SOC2	☒ ISO	☐ HIPAA
Data residency constraints	☐ Y	☐ N		
Retention and archival rules defined	☐ Y	☐ N		
Consent and privacy policies updated	☐ Y	☐ N		
Logging and audit requirements documented	☐ Y	☐ N		

GDPR, ISO
Yes – Data must remain in EU region
Yes – 7-year retention policy documented
Yes – Privacy policy v3.2 approved
Yes – Logs retained for 12 months

SUCCESS METRICS & OUTCOMES

Checklist Item

Target / KPI

Correct Example Entry

Accuracy / Model quality		Target accuracy ≥ 92%
Performance or latency KPI		Response time < 200 ms
Operational efficiency gain		25% productivity improvement
Error reduction		40% defect reduction
Business impact (ROI)		Estimated annual savings of \$250K

SCORING

Rate readiness across all sections:

Checklist Item

Score (1–5)

APIs & Integration
Data Quality
Security & IAM
Deployment & Scalability
Compliance

1–2: Low readiness
3: Moderate readiness
4–5: High readiness

NEXT STEPS

If readiness is below 3 in any section, additional technical discovery or architecture review is recommended before starting the AI project. This questionnaire can also be shared with vendors, internal teams, or implementation partners to ensure alignment.