

FREE OPERATOR TOOL

AI Exit Readiness Action Sheet

Can your infrastructure and data survive an AI vendor exit, shutdown, or ownership change?

How to use this: Check every statement that is true today. Do not score what you intend to fix later. Your score shows whether your AI workflows are portable enough to survive a real disruption.

Part 1: Your exit-ready foundation

1 Source data lives outside the AI platform

Original documents, customer data, files, and approved work live in a business-controlled system.

2 Your best prompts and instructions are saved

Reusable prompts, agent rules, and output formats are documented outside the tool.

3 Your workflows have a human-readable runbook

A competent teammate could follow the steps without opening old task history.

4 Business ownership is clear

The company controls the admin account, billing, recovery email, and multi-factor authentication.

5 You know your connected dependencies

You know which drives, CRMs, APIs, browsers, emails, and automations the workflow relies on.

6 Knowledge is organized independently

Your knowledge base has source files, a clear index, owners, access rules, and version history.

Reality check If the only copy of a key prompt, deliverable, or client decision lives inside a chat or task history, it is not an asset. It is a fragile memory.

Part 2: Can you actually get out?

7 You can export what matters

You have tested exports for relevant outputs, files, configurations, and data, not just assumed they exist.

8 You have a manual fallback

Your business can still deliver the core result for at least 72 hours without the AI platform.

9 You have a second-path option

You know the next platform or method you would evaluate if the current one changed overnight.

10 You have tested a restore or rebuild

You have recreated one representative workflow from your external source files and notes.

11 Client commitments can still be met

You know which deliverables, deadlines, and contracts would be exposed by a vendor disruption.

12 Someone owns the exit plan

One accountable person owns the inventory, recovery steps, and the next portability test date.

Score Your Readiness

Count the boxes you checked. Do not negotiate with the score. Use it to decide the next action.

10-12 EXIT-READY

Your core capability is portable. Keep testing so the plan stays real.

6-9 EXPOSED

You have useful controls, but a real disruption would create avoidable friction.

0-5 TRAPPED

Your business relies on a platform you cannot yet replace, recover, or explain.

Your 72-hour AI exit drill

Step	Time	Do this	Your note
1	0-15 min	Pick one workflow that affects revenue, clients, or operations.	"....."
2	15-30 min	Collect its source data, instruction set, outputs, dependencies, and account owner.	"....."
3	30-45 min	Export or copy the business-critical assets into a controlled location.	"....."
4	45-60 min	Write the manual fallback and the first replacement option you would test.	"....."
5	60-72 hrs	Rebuild one representative result without using the original platform's task history.	"....."

Build your AI exit binder

Keep one simple, business-owned folder with:

- ☐ Source data and approved outputs
- ☐ Prompt and workflow runbooks
- ☐ Access and recovery ownership
- ☐ Export instructions
- ☐ Manual fallback process
- ☐ Next test date and accountable owner

Your next move

Choose the lowest-scoring workflow that touches revenue, clients, or critical operations. Run the drill. Fix the biggest gap. Then repeat every 90 days.

Build fast. Stay portable. Keep a human in the loop.

More practical AI operating guidance at aiwithrye.com