

10 Information Management Practices Critical to AI Success

Building the Foundation for Trustworthy Intelligence

Why quality data matters before jumping into AI?

Data is the foundation of every successful AI initiative, but not just any data. To deliver meaningful insights, your AI needs clean, well-governed, and high-quality information to learn from.

[According to Cisco's 2024 AI Readiness Index \(Canada\), only 21 % of Canadian organizations say their data is ready to support AI adoption.](#) Those with mature information management practices are significantly more likely to experience early advantages such as faster decision-making, improved efficiency, and greater business agility.

What sets these organizations apart and what should you focus on to see the same results?

Here's your checklist to build an AI-ready information management strategy:

01 DISCOVER



Map your information landscape

Use automated tools to map and analyze your data. Identify where information resides, how it's used, and which files are outdated or redundant to maintain control and reduce storage risk.



Define your risk and value framework

Evaluate and classify information according to its sensitivity, business importance, and potential risk. Establishing this framework provides a foundation for future decisions — such as how long to retain, archive, or protect specific data types and ensures each category is treated appropriately. Your risk and value framework helps define how you treat the various types of information.

02 ACTION



Establish a clear data classification model

Define data sensitivity and criticality to define the value of the information for the organization.



Set information lifecycle policies

Create documented policies that govern how content is managed throughout its lifecycle, from creation and versioning to restoration and secure disposal. Specify retention periods for different data types to maintain compliance, reduce clutter, and improve operational efficiency



Maintain continuous data quality checks

Maintain accurate, complete, and consistent data. Reliable data quality supports trustworthy analytics and ensures that AI models are trained on correct, relevant information, strengthening performance and decision-making accuracy.

03 MAINTAIN



Apply defensible data disposal policies

Define clear protocols for secure content removal, including keeping disposal stubs, maintaining audit trails, generating disposal certificates, and capturing retention class information.



Define role-based access controls

Set clear permissions outlining who can access specific data, ensuring that sensitive information is only available to authorized personnel.



Conduct periodic compliance and integrity audits

Establish comprehensive monitoring and auditing processes to evaluate AI accuracy and decision-making.

04 AUTOMATE



Use automation to enforce governance

Implement technology solutions to apply governance policies consistently without relying on end-user actions. For example, using AI or other tools to automatically add descriptive information to data, making it easier and faster to organize, search, and manage.



Build a responsible AI oversight practices

Establish clear policies for when and how AI models should be developed and deployed, ensuring they are consistent with your organization's goals and ethical standards.