Change Readiness Assessment

# How to Use the Checklist:

* Answer each question for column A by ticking the status (yes, somewhat, no).
* If the tick in A is in the ‘somewhat’ or ‘no’ box, move onto column B.
* In column B note any comments or questions you may have.

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | | | **B** |
| Status | | | Comments |
| Yes | Somewhat | No |  |

## A. LEADERS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do leaders understand the drivers and vision for the project? |  |  |  |  |
| Do leaders and the project team work well together? |  |  |  |  |
| Is there a communication plan for leaders to deliver? |  |  |  |  |
| Is this project co-ordinated with all other initiatives/projects etc.? |  |  |  |  |
| Can leaders describe the change process? |  |  |  |  |
| Will the organisation culture support the changes? |  |  |  |  |
| Are leaders demonstrating the necessary commitment to the project, i.e. walking the talk? |  |  |  |  |
| Are leaders’ concerns being identified and addressed? |  |  |  |  |

## B. INFRASTRUCTURE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have the key business drivers for the project been identified? |  |  |  |  |
| Have all of the impacts on the organisation been identified and considered/addressed? |  |  |  |  |
| Is the communication plan reaching target audiences? |  |  |  |  |
| Can current HR processes handle impacts when required? |  |  |  |  |
| Is there a training and education plan? |  |  |  |  |
| Have we developed performance indicators to reflect/suggest new ways of doing business? |  |  |  |  |

## C. INDIVIDUALS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do employees have an opportunity to give input? |  |  |  |  |
| Are we getting enough employee buy-in at all levels? |  |  |  |  |
| Are people getting all the support/information they need in a timely way? |  |  |  |  |

## D.TEAMS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are team members enthusiastic and achieving their personal goals? |  |  |  |  |
| Are we celebrating milestones/wins? |  |  |  |  |
| Are Change Management tasks integrated into the Project work plan? |  |  |  |  |