

Change Readiness Assessment



The **Change Readiness Assessment** tool helps gauge the level of change readiness as it relates to leaders, people, systems and culture, presenting a clear picture of the level of resources and change support required for the successful execution of your change. Depending on the scope of your project, it may be helpful to undertake this assessment by department or group.



Leaders					
1	Do you have a clearly identified sponsor for the change (e.g. an individual or group that provides strategic leadership and who can legitimize the change through communication and consequence management)?				
	Absolutely	Yes	Uncertain	No	Definitely Not
	1	2	3	4	5
2	Is there a change leadership group identified, such as a Steering Committee or Working Group with representation across the affected parts of the organization?				
	Absolutely	Yes	Uncertain	No	Definitely Not
	1	2	3	4	5
3	Is the “why” behind the change articulated in a clear, crisp message?				
	Absolutely	Yes	Uncertain	No	Definitely Not
	1	2	3	4	5
4	Is the intent behind the change clearly articulated (e.g. is the underlying meaning and impact of the change clear)?				
	Absolutely	Yes	Uncertain	No	Definitely Not
	1	2	3	4	5
5	Do the change leaders have solidarity of intent for the change (e.g. are they all on the same page)?				
	Absolutely	Yes	Uncertain	No	Definitely Not
	1	2	3	4	5
TOTAL POINTS LEADERS					



People					
6	Does the team affected by the change have the necessary capacity for change (e.g. does the team have the time, budget and resources necessary to assimilate the change while also maintaining business as usual requirements)?				
	Absolutely	Yes	Uncertain	No	Definitely Not
	1	2	3	4	5
7	Does the team affected by the change have the necessary capability for change (e.g. does the team have the skills, knowledge, and mindset required)?				
	Absolutely	Yes	Uncertain	No	Definitely Not
	1	2	3	4	5
TOTAL POINTS PEOPLE					
Systems					
8	Does the change initiative have the required support systems or processes to effectively execute (e.g. work flow, approvals or technology support needed for change execution)?				
	Absolutely	Yes	Uncertain	No	Definitely Not
	1	2	3	4	5
TOTAL POINTS SYSTEMS					
Culture					
9	Is the culture of your organization aligned with the change (e.g. is the change consistent with established cultural norms and beliefs)?				
	Absolutely	Yes	Uncertain	No	Definitely Not
	1	2	3	4	5
TOTAL POINTS CULTURE					

Scoring Your Results *(Add up your points per category)*

Total Points Leaders	Total Points People	Total Points Systems	Total Points Culture
5 = low risk 25 = high risk	2 = low risk 10 = high risk	1 = low risk 5 = high risk	1 = low risk 5 = high risk
TOTAL POINTS ALL CATEGORIES (Leaders, People, Systems, Culture)			
<p>WHAT DOES THIS MEAN?</p> <p>Total points between 1 - 9 = change readiness is low risk</p> <p>Total points between 10 - 27 = change readiness is medium risk</p> <p>Total points between 28 - 45 = change readiness is high risk</p>			