






ORGANIZATIONAL READINESS ASSESSMENT

Use this Organizational Readiness Assessment to determine steps you may need to take to ensure that a planned change is embraced by the organization.

Mouse over the help symbols [.1] to see help text.

1. General Project Information			
Project Name:  [.2]			
Project Sponsor:		Business Unit:	
Analyst:  [.3]		Contact info:	

2. Management		
<i>For each Readiness Factor, provide a comment that explains the Yes / No / ? answer. ? = Don't know.</i>		
Answer	Readiness Factor	Comments
<input type="checkbox"/> Yes <input type="checkbox"/> No	Senior management has attended a one to two day Change Readiness Workshop in order to: <ul style="list-style-type: none"> Identify management change goals Assess organizational readiness 	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Change goals are clearly articulated  [4]	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ?	Senior management clearly understands the organizational implications of the change goals  [5]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	A Barrier Reduction Plan is in place for the management of identified issues/concerns  [6]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Expectations with respect to scope, time and cost are realistic  [7]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	A reward and recognition system exists that can support those who accept the change  [8]	
Senior management is in consensus regarding:		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ?	Cause and impact of ...	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ?	Expected Business Value from ...	

Put your
logo here

**Put your
Organization
Name here**

Sample: For Evaluation Only

List members of the Management Team most relevant to the project. Then evaluate each individual for all factors. In all cases, 1 = Low, 5 = High.

Management Team =>	Name1	Name2	Name3	Name4	Name5
General openness to change [9] (1 to 5)					
Willingness to be a vocal and visible supporter [10] (1 to 5)					
Appetite for long-term change effort [11] (1 to 5)					
Opinion regarding importance of the intended change [12] (1 to 5)					
Opinion regarding urgency of the intended change [13] (1 to 5)					
Support (+) for or opposition (-) to the intended change [14] (-5 to +5)					
Level ...					
Level of ...					
Enter comments here:					

Put your
logo here

**Put your
Organization
Name here**

Sample: For Evaluation Only

3. Organization

For each of the organizational factors listed below, list aspects that are supporting and/or obstructive to the adoption of change.

	Supporting	Obstructive
Aspects of culture [15]		
Policies [16]		
Reporting relationships [17]		
Business Strategies [18]		
Impact of ...		
Unwritten rules [19]		
Official ...		
Politics [20]		
Changes in ...		
...		

Portions of this template are available here for your review

The complete template is available at www.cvr-it.com

Interested in this topic? See our related course: [Leading People to Embrace Change](#)