

# Change Management Readiness Assessment



<b>Project:</b>	<b>Project Manager:</b>
<b>Change:</b>	

Current State		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1.	The organization has demonstrated the ability to implement and sustain previous change(s).					
2.	The organization is a learning organization.					
3.	The organization has up-to-date process and procedure documents.					
4.	The organization supports change at all levels.					
5.	All affected stakeholders have been identified.					
6.	The actions leadership will need to take to support the change have been identified.					
7.	The organization is willing to try new things.					
8.	The change has organizational support.					
9.	Previous organizational changes have succeeded.					
10.	The change is necessary to align with the organization's mission.					
11.	ROI has been analyzed; there is a strong business case for change.					
12.	The change is necessary to achieve the organization's vision.					
13.	Funding sources have been identified to support the change.					
14.	The organization is resistant to change.					
15.	Desired benefits of the change are clear.					
Future State		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1.	The organization has a clear vision of the future and know where they are going.					
2.	Affected stakeholders have the right skills to perform new responsibilities.					
3.	The benefits of this change will be sustainable.					
4.	Systems are in place to analyze the success of the change.					
5.	On-going training systems are in place to support the change.					
6.	Clear goals and the business value to be realized are defined.					
7.	Clear structures and information in place for benefits sustainment.					
8.	Reinforcement plans created and funded to sustain the change.					

# Change Management Checklist



Instructions: What specific actions will you take to plan for change?					
1. What is the change?					
2. Change category	<input type="checkbox"/> Enterprise	<input type="checkbox"/> Internal Business	<input type="checkbox"/> Software Application	<input type="checkbox"/> PMO	<input type="checkbox"/> Other
3. Why is the change needed?					
4. What is the expected/desired result?					
5. What is affected by the change? Use tools to help you understand and document. Example: Interviewing, observation, document analysis, 5 why's, root cause analysis (Consider the "5 Ms" of identifying root causes of change: Machinery, Method, Money, Manpower, Materials).					
6. Who is affected by the change?					
7. What is the perceived or expected schedule of the change? When will it begin, what is the duration, when will the change be considered final? What are the milestones for successful change?					
8. Who is responsible for communicating the change? What are they responsible for communicating? When will the information be communicated? How?					
9. How will you measure the success of the change?					
10. How will you ask for the organization's support?					
11. What is current experience related to the type of change?					
12. What beliefs exist?					
13. Other:					