Organizational Change Readiness Assessment

The Core Principle

Organizational change fails more often than it succeeds. Most failures aren't due to bad ideas—they're due to inadequate preparation and poor change management. This checklist helps you evaluate whether your organization is ready for major changes and what risks you need to manage.

Part 1: Change Definition

What change are we making?

- [ ] Clear description of the change: _____
- [ ] Why are we making this change? _____
- [ ] What's the expected benefit? _____
- [ ] What's the timeline? _____

Change Scope:

- [ ] How many people will be affected? _____
- [ ] How many departments will be affected? _____
- [ ] What systems/processes will change? _____
- [ ] What's the complexity level? [ ] Low [ ] Medium [ ] High [ ] Very High

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Part 2: Organizational Readiness

Is the organization ready for change?

Leadership Alignment:

- [ ] Leadership agrees this change is necessary: [ ] Yes [ ] No [ ] Mostly
- [ ] Leadership is committed to the change: [ ] Yes [ ] No [ ] Mostly
- [ ] Leadership will model the change: [ ] Yes [ ] No [ ] Mostly

Organizational Capacity:

- [ ] Do we have bandwidth for this change? [ ] Yes [ ] No [ ] Barely
- [ ] Do we have the right skills? [ ] Yes [ ] No [ ] Partially
- [ ] Do we have the right resources? [ ] Yes [ ] No [ ] Partially

Change Fatigue:

- [ ] How many changes are underway? _____
- [ ] Are people exhausted? [ ] Yes [ ] No [ ] Somewhat
- [ ] Is this a good time to change? [ ] Yes [ ] No [ ] Maybe

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Part 3: Stakeholder Analysis

Who are the stakeholders?

- [ ] Stakeholder 1: _____
    - [ ] Impact: [ ] High [ ] Medium [ ] Low
    - [ ] Attitude: [ ] Supporter [ ] Neutral [ ] Resister
    - [ ] Influence: [ ] High [ ] Medium [ ] Low
- [ ] Stakeholder 2: _____
    - [ ] Impact: [ ] High [ ] Medium [ ] Low
    - [ ] Attitude: [ ] Supporter [ ] Neutral [ ] Resister
    - [ ] Influence: [ ] High [ ] Medium [ ] Low
- [ ] Stakeholder 3: _____
    - [ ] Impact: [ ] High [ ] Medium [ ] Low

- [ ] Attitude: [ ] Supporter [ ] Neutral [ ] Resister
- [ ] Influence: [ ] High [ ] Medium [ ] Low

Resistance Assessment:

- [ ] Who will resist this change? _____
- [ ] Why will they resist? _____
- [ ] How much influence do they have? _____
- [ ] How will we address their concerns? _____

Part 4: Change Management Plan

Do we have a change management plan?

- [ ] Change management plan documented: [ ] Yes [ ] No
- [ ] Communication plan: [ ] Yes [ ] No
- [ ] Training plan: [ ] Yes [ ] No
- [ ] Support plan: [ ] Yes [ ] No

Communication Plan:

- [ ] Key messages: _____
- [ ] Audience 1: _____ | Message: _____
- [ ] Audience 2: _____ | Message: _____
- [ ] Audience 3: _____ | Message: _____
- [ ] Communication frequency: _____

Training Plan:

- [ ] Who needs training? _____
- [ ] What training is needed? _____
- [ ] When will training happen? _____
- [ ] Who will deliver training? _____

Part 5: Risk Assessment

What could go wrong?

- [ ] Risk 1: _____
    - [ ] Probability: [ ] High [ ] Medium [ ] Low
    - [ ] Impact: [ ] High [ ] Medium [ ] Low
    - [ ] Mitigation: _____
- [ ] Risk 2: _____
    - [ ] Probability: [ ] High [ ] Medium [ ] Low
    - [ ] Impact: [ ] High [ ] Medium [ ] Low
    - [ ] Mitigation: _____
- [ ] Risk 3: _____
    - [ ] Probability: [ ] High [ ] Medium [ ] Low
    - [ ] Impact: [ ] High [ ] Medium [ ] Low
    - [ ] Mitigation: _____

Contingency Plans:

- [ ] If Risk 1 occurs: _____
- [ ] If Risk 2 occurs: _____
- [ ] If Risk 3 occurs: _____

Part 6: Success Metrics

How will we know if the change succeeded?

- [ ] Metric 1: _____ | Target: _____
- [ ] Metric 2: _____ | Target: _____
- [ ] Metric 3: _____ | Target: _____

Measurement Plan:

- [ ] How will we measure? _____
- [ ] When will we measure? _____
- [ ] Who will track? _____
- [ ] Reporting frequency: _____

Adoption Metrics:

- [ ] % of people using new process: _____
- [ ] % of people trained: _____
- [ ] Satisfaction with change: _____

Part 7: Change Readiness Checklist

Are we ready to proceed?

- [ ] Leadership aligned: [ ] Yes [ ] No
- [ ] Change plan documented: [ ] Yes [ ] No
- [ ] Stakeholders identified: [ ] Yes [ ] No
- [ ] Communication plan ready: [ ] Yes [ ] No
- [ ] Training plan ready: [ ] Yes [ ] No
- [ ] Resources allocated: [ ] Yes [ ] No
- [ ] Success metrics defined: [ ] Yes [ ] No
- [ ] Risks identified and mitigated: [ ] Yes [ ] No

Overall Readiness:

- [ ] Highly ready ($^{8}/_{8}$ items checked)
- [ ] Ready (6-$^{7}/_{8}$ items checked)
- [ ] Somewhat ready (4-$^{5}/_{8}$ items checked)
- [ ] Not ready (<$^{4}/_{8}$ items checked)

If not fully ready, what’s missing?