

## ORGANIZATION READINESS ASSESSMENT

Change readiness is a measure of how well the environment is set up to succeed with change—i.e., whether the conditions for success exist.

This tool, ***Organization Readiness Assessment***, is designed to help you understand whether the conditions for success are in place in your organization.

### ***INSTRUCTIONS***

The items in the table reflect key factors of readiness.

Place a check mark in the column that indicates the level of risk associated with each factor of readiness. Options are:

**LOW RISK:**

This factor of the environment doesn't present a threat to the success of the change.

**MEDIUM RISK:**

This factor could present significant issues in the success of the desired changes.

**HIGH RISK:**

This factor presents a definite threat to the success of the change initiative

When completed, the table provides an “at a glance” footprint of the readiness of the organization. The readiness of specific individuals will vary greatly; but by addressing the organizational readiness factors, you will set the change initiative up for more likely success.

## ORGANIZATION READINESS ASSESSMENT

Place a check mark in the column that indicates the level of risk associated with each factor of readiness.

STATEMENT	LOW RISK	MEDIUM RISK	HIGH RISK
<b>1. Clear Business Case</b> “Why Change?” is clearly defined and the cost of not changing has been articulated.			
<b>2. Clear &amp; Shared Vision</b> The vision for change is a rich, detailed picture of what is desired, was developed collaboratively and is a shared vision among key Stakeholders.			
<b>3. Cohesive Leadership Toward the Vision</b> The leaders are a unified team in driving the change initiative. Mixed messages are minimized and the leaders present a cohesive view.			
<b>4. Willingness, Ability, &amp; Respect for those Leading the Change</b> The Change Leaders are willing to lead the change, have the skills to lead the change, and are respected by Stakeholders and Target Audience Members.			
<b>5. A Learning-Oriented Environment</b> The environment promotes continuous learning and has implemented ways for everyone to learn through the change process.			
<b>6. Sufficient Capacity for Change</b> The organization has sufficient capacity to take on and succeed with the change initiative. People have resiliency to adapt to the changes.			
<b>7. Adequate Timing</b> The timeline for change implementation is realistic.			
<b>8. Rich Two-Way Communication Channels</b> Communication channels exist and are used regularly, providing the means for rich two-way communication about the changes.			
<b>9. Openness &amp; Collaboration on the Change Design</b> The change is designed by involving many Stakeholders in an open and collaborative manner.			
<b>10. Transition Plan Addresses Both Sides of Change</b> The transition plan includes activities that address the technical and human dimensions of the change.			
<b>11. Aligned Key Business &amp; Individual Performance Indicators</b> The human resources performance management system, KPI metrics and system reporting is aligned to reinforce and sustain the desired change.			

**SUM EACH COLUMN**

## STRATEGIES TO ADDRESS ORGANIZATION READINESS ASSESSMENT RESULTS

For each medium & high risk factor identified in your Organization Readiness Assessment, outline a strategy for offsetting this risk.

READINESS RISK FACTOR	RISK MITIGATION STRATEGY
1. Clear Business Case	
2. Clear & Shared Vision	
3. Cohesive Leadership Toward the Vision	
4. Willingness, Ability, & Respect for those Leading the Change	
5. A Learning-Oriented Environment	
6. Sufficient Capacity for Change	
7. Adequate Timing	
8. Rich Two-Way Communication Channels	
9. Openness & Collaboration on the Change Design	
10. Transition Plan Addresses Both Sides of Change	
11. Aligned Key Business & Individual Performance Indicators	