Change Readiness Checklist

Indicate the degree to which each of the dimensions is a concern to you with regard to your organization's change readiness. Circle the number under the appropriate heading for each factor. Dimensions have been scaled according to their relative importance in predicting the receptivity to change. Total the scores for an overall change readiness index.

Dimension	Degree of Concern				
	None	Little	Moderate	Significant	Critical
General Considerations					
Size of Change	4	3	2	1	0
Current Internal Stress*	4	3	2	1	0
External Impact	4	3	2	1	0
Change History*	4	3	2	1	0
Supportive Culture	4	3	2	1	0
Clear Internal Processes	4	3	2	1	0
Resources					
Time Commitment	8	6	4	2	0
Money	8	6	4	2	0
Access to Workforce	8	6	4	2	0
Labor/Other Limitations	8	6	4	2	0
Structural Flexibility	8	6	4	2	0
People Variables					
Workforce Talent	12	9	6	3	0
Executive Leadership	12	9	6	3	0
Skilled Change Agents	12	9	6	3	0
Management Support	12	9	6	3	0

Total the scores for all dimensions.

< 50 Conduct crisis solution prior to beginning.
50–69 Proceed with caution, taking all steps in the process to ensure success.
> 69 Organization is ready for planned change.

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