**Readiness Assessment Questions: Director, Manager, Leads Questions**

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| **Readiness Level** | **Categories** | **Questions** | **Responses** |
| Prepared | Vision | What is the purpose behind this change? How will this change drive strategic growth and align with our broader business strategy?  How does this change project align with our company's overall strategy and vision?  What's the business rationale for this change? |  |
|  | Urgency | What are the potential risks associated with not implementing this change? |  |
|  | Change History & Risks | Can you recount any past experiences with implementing significant organizational changes, particularly those involving new technologies?  What went well and what would you change?  How has the organization managed change in past projects?  How have we addressed shifts in roles and responsibilities? |  |
|  | Leadership Approach | Who is the leading figure responsible for this change, and how is this person viewed within the organization? |  |
| Inclined | Win and Success Metrics | What constitutes successful adoption of the change?  What are the expected benefits upon successful implementation of this change?  How are we defining and measuring the success of this project? |  |
|  | Leadership Commitment | Has our executive leadership communicated effectively about this project?  Do they possess the necessary decision-making authority to facilitate the change?  How would you gauge leadership's commitment to the project's success?  Will top-level management be held accountable for the project's success, and will it factor into their performance evaluations? |  |
|  | Actions to Enable Adoption | What types of training or learning mechanisms have been most effective in the past?  What training resources will you need to adapt to the new system?  How would you prefer to be supported after the system goes live? |  |
|  | Impacted Stakeholder and Capability to Change | How will this change impact various stakeholder groups, such as employees and customers?  What future expectations will be placed on them? |  |
| Capable | Culture & Resistance | How would you characterize our current organizational culture?  If someone were considering joining our team, how would you describe what it's like to work here?  Considering our culture, what elements would you like to preserve, and what elements do you think need to change as we move forward?  How do you feel about the upcoming changes?  Are you open to adopting the new system? |  |
|  | Change History Lessons Learned | How are errors or missed deadlines addressed within the organization? |  |
|  | Employee Skills & Training | How will leadership ensure staff have time to train for the new system?  How adept do you believe your coworkers are in using technology? |  |
|  | Communication | How has leadership communicated about the upcoming change thus far?  Has there been any cross-departmental communication about the change?  If so, how frequent and participatory has it been?  Which communication channels are currently being utilized, and which do you find most effective?  Can you describe your interactions with senior management throughout this process?  What does the workforce currently know about the impending changes, and how have they reacted? |  |