

## Change Readiness Assessment

When combined with the Change Management: Plan on a Page, you can evaluate the overall impact the change will have on your branch/department/organisation.

What is the current culture/ responsiveness to change?	What is the current capacity for change?	What are the successes/failures of past changes?	Is there a shared vision and direction?	Are resources and funding available?
<i>Is the culture open and receptive to new ideas and change, or closed and resistant?</i>	<i>Are very few changes currently underway, or is everything changing?</i>	<i>Were past changes successful and well-managed, or did many projects fail and were changes poorly managed?</i>	<i>Is there a widely shared and unified vision in your branch/department?</i>	<i>Are adequate resources and funds available, or are resources and funds limited?</i>
<p><i>Have you consulted with your team? Have you explored the EX survey results? Questions below:</i></p> <p><i>a) I feel positive about changes that have happened over the last 12 months</i></p> <p><i>b) I have played a role in positive changes that have happened over the last 12 months</i></p> <p><i>How can you get the information you require?</i></p> <ul style="list-style-type: none"> <li><i>Organise one-on-one meetings</i></li> <li><i>Observe behaviours</i></li> <li><i>Ask targeted questions without being forceful</i></li> <li><i>Internal surveys</i></li> </ul>		<p><i>Does your team perceive past changes as positive or negative?</i></p> <p><i>Is there any evidence of this perception - survey data or comments from employees?</i></p> <p><i>How have changes been reinforced in the past? Are employees rewarded for risk taking and embracing change, or rewarded for consistency and stability?</i></p>	<p><i>Do you have a team vision? Is the change in line with the team vision and direction?</i></p> <p><i>Are you creating resistance? Refer to the <u>resistance management plan</u> on the Wire to assess your level of resistance.</i></p>	<p><i>What current work can be put on hold during the change process?</i></p> <p><i>If there are no resources or extra funding – what's the plan to avoid burn out?</i></p>

Replace the grey instructional text with your own content. Use the [change management information and resources on the Wire](#) to help guide your thinking.