

# Change Readiness Audit

	YES	SOMEWHAT	NO
<b>Vision &amp; Business Case:</b>			
• Is there a complete & unambiguous vision/future state that employees are excited about?			
• Do people understand how the change will benefit customers & stakeholders?			
• Is there a clear understanding of the need for change & what successful change looks like?			
• Are there consistent & supportive messages from management on the need for change?			
<b>Engagement:</b>			
• Does everyone know who needs to be committed to the change for it to be successful?			
• Does middle & lower management participate in designing the future state?			
• Are there ways of ensuring involvement will not cause undue stress on the organization?			
• Is there a safe outlet for feedback including reaction, concerns & comments?			
<b>Leadership:</b>			
• Is there a leadership team that is accountable for the success of change?			
• Do leaders demonstrate commitment to the change through actions, words & commitment of resources?			
• Do leaders invest time & attention to follow through on actions related to change?			
<b>Implementation &amp; Effectiveness:</b>			
• Are there enough resources to carry out the strategies? (i.e., people, time, money)			
• Are there well-trained people with time available to carry out/apply the tools?			
• Is there a means of measuring successful change?			
<b>Sustainability:</b>			
• Is there an understanding of how to sustain the change through modifying HR systems? (i.e., staffing, training, appraisal, rewards, communication)			
• Have new measurement & reward systems or training & development systems been implemented?			
• Is the organization structure appropriate for the future state & the skills/competencies to get the job done?			
• Is there understanding of how to sustain the change among leaders?			
• Is there a plan for adapting the change over time to shifting circumstances?			