## Change Readiness Audit

### Vision & Business Case:
- 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?

<table>
<thead>
<tr>
<th>YES</th>
<th>SOMEWHAT</th>
<th>NO</th>
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### Engagement:
- 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?

### Leadership:
- 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?

### Implementation & Effectiveness:
- Are there enough resources to carry out the strategies? (i.e., people, time, money)
- Are there well-trained people with time available to carry our/apply the tools?
- Is there a means of measuring successful change?

### Sustainability:
- 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?