

Organizational Change Readiness Checklist

Her Mother's Daughter LLC

Assessment Date: _____ Completed By: _____

Instructions: For each item, mark YES or NO and add notes as needed. Tally YES responses to determine overall readiness using the scoring guide below.

01 Leadership Alignment	YES	NO	NOTES
Are change sponsors visible and actively committed to the initiative?			
Do leaders consistently model the desired behaviors of the change?			
Is a clear and compelling vision for the change communicated across the organization?			
Have leaders allocated sufficient resources (time, budget, staff) to support the change?			
Is there alignment among senior leaders on the goals and approach of the change?			

02 Stakeholder Readiness	YES	NO	NOTES
Have all groups impacted by the change been identified and mapped?			
Is stakeholder resistance being actively tracked and addressed?			
Are change champions in place within key business units or teams?			
Has a stakeholder engagement plan been developed and executed?			
Are impacted employees aware of how the change affects their roles?			

03 Communication Plan	YES	NO	NOTES
Is there a defined communication strategy aligned to the project timeline?			
Are messages tailored to the specific needs of each audience segment?			
Is a two-way feedback mechanism in place for employees to raise concerns?			
Have communication channels been identified and tested for reach and effectiveness?			
Are communications being sent at the right frequency without overloading recipients?			

04 Training Readiness	YES	NO	NOTES
Has a training needs assessment been completed for all impacted roles?			
Are training materials developed, reviewed, and approved?			
Is the delivery infrastructure (LMS, facilitators, rooms, tech) in place?			
Is there a plan to train employees prior to go-live with adequate lead time?			
Are mechanisms in place to track training completion and address gaps?			

05 Technology / System Readiness	YES	NO	NOTES
Is the system or technology solution stable and approved for go-live?			
Have workarounds or contingency plans been identified for known issues?			
Is the help desk or IT support team trained and prepared for user questions?			
Has user acceptance testing (UAT) been completed with sign-off?			

06 Sustainment Plan	YES	NO	NOTES
Are adoption metrics and KPIs defined to measure change success post-launch?			
Is there a documented post-go-live support plan with clear ownership?			
Are reinforcement mechanisms (recognition, follow-up, coaching) in place?			
Is there a process to capture and act on lessons learned after go-live?			

Scoring Guide

20 - 24	Ready for Go-Live	Strong readiness across all dimensions. Proceed with confidence.
14 - 19	Proceed with Caution	Address identified gaps before launch. Monitor closely.
Under 14	Not Ready	Significant gaps exist. Resolve critical items before proceeding.

Total YES responses out of 24 questions: _____