

Organizational Change Readiness Assessment Template

General Information

Assessment Date

Enter date

Assessor(s)

Enter names

Department/Team

Enter department or team name

Change Initiative

Describe the change initiative

Readiness Dimensions & Assessment

Dimension	Description	Current State	Readiness Level (Low / Medium / High)	Comments / Evidence
Leadership Alignment	Are leaders committed and unified in vision?		Low / Medium /	
Sponsorship	Is there visible and active support from sponsors?		Low / Medium /	
Stakeholder Engagement	Are stakeholders aware and involved?		Low / Medium /	
Communication	Is there a communication plan and transparency?		Low / Medium /	
Culture & Values	Does the culture support the proposed change?		Low / Medium /	
Resource Availability	Are adequate resources available (people, budget, time)?		Low / Medium /	
Training & Capabilities	Are training and capability gaps identified and planned?		Low / Medium /	

Summary & Recommendations

Overall Assessment

Summarize overall readiness and areas of strength/concern

Key Risks

List or describe risks to readiness

Recommended Actions

Suggest next steps or corrective actions