

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? | <input type="text"/> | <input type="text" value="Low / Medium / High"/> | <input type="text"/> |
| Sponsorship | Is there visible and active support from sponsors? | <input type="text"/> | <input type="text" value="Low / Medium / High"/> | <input type="text"/> |
| Stakeholder Engagement | Are stakeholders aware and involved? | <input type="text"/> | <input type="text" value="Low / Medium / High"/> | <input type="text"/> |
| Communication | Is there a communication plan and transparency? | <input type="text"/> | <input type="text" value="Low / Medium / High"/> | <input type="text"/> |
| Culture & Values | Does the culture support the proposed change? | <input type="text"/> | <input type="text" value="Low / Medium / High"/> | <input type="text"/> |
| Resource Availability | Are adequate resources available (people, budget, time)? | <input type="text"/> | <input type="text" value="Low / Medium / High"/> | <input type="text"/> |
| Training & Capabilities | Are training and capability gaps identified and planned? | <input type="text"/> | <input type="text" value="Low / Medium / High"/> | <input type="text"/> |

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