

Change Readiness Assessment Sample

General Information

Project Name

Enter project name

Assessment Owner

Enter name

Date

MM/DD/YYYY

Assessment Criteria

Criteria	Low (1)	Medium (2)	High (3)	Score
Sponsorship Commitment	Little to no sponsorship	Moderately engaged sponsor	Active, visible sponsor	
Understanding of Need for Change	Poorly understood	Some understanding	Well understood	
Leadership Alignment	Low alignment	Partial alignment	Strong alignment	
Communication Readiness	Limited communication plan	Somewhat developed plan	Clear, focused plan	
Organizational Culture	Resistant to change	Somewhat open to change	Change-friendly	
Resource Availability	Insufficient resources	Adequate resources	Abundant resources	

Overall Readiness Score

Total Score

Summary & Recommendations

Summarize the findings and recommend next steps...

Note: This is a sample readiness assessment template. Adjust criteria, scoring, and sections as appropriate for your organization or project.