

# Readiness Assessment Starter Questions

Project Name

Project Leader

## Purpose

The Readiness Assessment is designed to engage key stakeholders in dialogue regarding the organizational culture, behaviors, communications, training and potential resistance.

## How it Works

Conduct 30 minute interviews with key stakeholders. Analyze responses, provide recommendation to project leaders and create change management plan.

## Category

## Question

### Past Changes

Think of significant past changes at your company. What has worked well and what hasn't worked well?

### Past Changes

What has been the impact of past changes on stakeholders?  
(scale of 1 - 5)  
1 - Stakeholders perceive past changes as positive  
3 - Neutral  
5 - Stakeholders perceive past changes as negative

### Culture

What are a few words that describe the culture of your organization and/or team?

Category	Question
<b>Case for Change</b>	What organizational problem do you think this project is solving? What would happen if nothing changed?
<b>Awareness</b>	Is your team aware of this project? What is their desire to embrace this change?
<b>Motivation</b>	Why would stakeholders want to support this change? What's in it for them?
<b>Behaviors</b>	What behaviors do we need to stop, start, and continue?
<b>Resistance</b>	What might resistance to this project look like?
<b>Communication</b>	What are the most effective ways to communicate with the impacted stakeholders?
<b>Training</b>	What are the most effective ways to train the impacted stakeholders?
<b>Accountability</b>	What is your personal role in the success of this project?

