

Change Readiness Checklist

Before launching a change initiative, it is essential to assess how ready the organisation, teams, and individuals are to adapt. This checklist helps leaders evaluate preparedness across people, processes, and systems to reduce risk and improve success.

1. Purpose of This Tool

- ☐ Evaluate the organisation's ability to adopt upcoming change.
- ☐ Identify readiness gaps in leadership, communication, and capability.
- ☐ Prioritise areas needing additional support or resources.
- ☐ Reduce resistance through early engagement and planning.
- ☐ Build confidence in successful change delivery.

Tip: Readiness is about people as much as processes - measure both equally.

2. Change Overview

Field	Details
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Change Initiative Name	
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Sponsor	
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Change Manager	
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Affected Departments	
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Start Date	
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Expected Go-Live Date	
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- ☐ Capture the key details before assessing readiness.

Tip: Be specific about which groups and systems the change affects.

3. Leadership Readiness

Statement	Rating (1–5)	Comments / Evidence
Leaders understand the purpose and objectives of the change.		
Leaders are aligned and unified in their message.		
Sponsors are visible and actively promoting the change.		
Leaders have the skills to manage change-related conversations.		
Leadership behaviour reflects commitment to the change.		
☐ Assess leadership confidence and consistency.		
Tip: A visible, unified leadership team is the strongest readiness indicator.		

4. Employee Readiness

Statement	Rating (1–5)	Comments / Evidence
Employees understand why the change is happening.		
Communication has reached all relevant audiences.		
There is general openness to change across teams.		
Training or support plans are in place for impacted roles.		
Employees feel their concerns are being heard.		
☐ Evaluate awareness, understanding, and mindset among affected staff.		
Tip: People support what they help shape - involve them early.		

5. Organisational Readiness

Area	Statement	Rating (1–5)	Comments
Structure	Roles and responsibilities are clear for implementation.		
Culture	The organisation encourages adaptability and learning.		
Resources	Sufficient time, budget, and people are allocated.		
Processes	Existing processes can support the change rollout.		

Governance Decision-making is clear and documented.

☐ Review organisational infrastructure and capacity for change.

Tip: Structural and cultural alignment are both critical for sustainable success.

6. Communication Readiness

Statement	Rating (1–5)	Comments / Evidence
Key messages are clear and consistent.		
Stakeholders know where to find updates and resources.		
Feedback channels are established and used.		
Communication frequency matches the pace of change.		
There is a defined plan for ongoing engagement.		

☐ Check communication clarity and effectiveness across audiences.

Tip: Repetition builds understanding - say less but say it often.

7. Training and Capability Readiness

Statement	Rating (1–5)	Comments / Evidence
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Skills required for the change have been identified.

Learning materials or sessions are ready.

Managers understand their role in supporting training.

Resources are available for just-in-time learning.

Training success measures are defined.

☐ Assess the team's ability to learn and apply new knowledge.

Tip: Capability building is one of the biggest predictors of adoption success.

8. Technology and System Readiness

System	Readiness Criteria	Rating (1–5)	Comments
Core System / Platform	Testing completed and stable.		
Integration	Interfaces with other systems verified.		
Data	Clean, accurate, and migrated successfully.		
Support	IT and helpdesk teams trained and ready.		
Backup / Contingency	Plans in place for failure or rollback.		

☐ Validate that all technical enablers are prepared and tested.

Tip: Technology readiness is worthless without user confidence - test both.

9. Risk and Resistance Review

Potential Risk Description Impact (H/M/L) Mitigation Plan Owner

☐ Identify and plan for likely resistance points before implementation.

Tip: Address resistance with empathy and evidence, not authority.

10. Overall Readiness Summary

Category	Average Score	Status (Green/Amber/Red)	Key Gaps Identified
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Leadership			
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Employee			
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Organisational			
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Communication			
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Training			
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Technology			
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☐ Summarise key readiness insights for leadership or sponsors.

Tip: Use colour coding in Word for quick visual clarity.

Notes

11. Readiness Action Plan

Focus Area	Action Required	Owner	Deadline	Progress
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Communication				
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Training				
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Leadership Engagement				
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Resources				
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☐ Define next steps to strengthen readiness before rollout.

Tip: Assign actions immediately - readiness gaps grow with time.

How to Use This Checklist

Use this checklist during pre-implementation planning or change design. Review findings with leadership and update weekly as the initiative progresses. Combine it with the Stakeholder Engagement Map and Change Communication Plan Template for a complete change readiness toolkit.

Notes