Sponsor & Change Agent Assessment

Sponsorship

Answer the questions below by ticking the appropriate box

1 = No and is unlikely to do so

2 = Not yet but likely to soon

3 = Progressing currently

4 = Yes and successful

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Authorising Sponsor of this initiative… | | 1 | 2 | 3 | 4 |
| 1. | Has personally communicated a clear definition of the project and its objectives to all key stakeholders. |  |  |  |  |
| 2. | Has provided clear detail on the business case for the project. |  |  |  |  |
| 3. | Has voiced strong personal commitment for the project to their direct reports. |  |  |  |  |
| 4. | Frequently encourages and inspires the project team to succeed. |  |  |  |  |
| 5. | Has informed all those impacted about what specifically will change for them. |  |  |  |  |
| 6. | Communicates with people in a way that encourages discussion, understanding and commitment. |  |  |  |  |
| 7. | Lists this project as one of the top priorities. |  |  |  |  |
| 8. | Has personally adopted the change with high profile displays. |  |  |  |  |
| 9. | Has invested their time and the right level of resources at their disposal to ensure success. |  |  |  |  |
| 10. | Has demonstrated full support during informal meetings and one to ones with direct reports. |  |  |  |  |
| 11. | Has generated a high level of trust and respect with those responsible for implementation. |  |  |  |  |
| 12. | Has generated a high level of trust and respect with the stakeholders impacted by the project. |  |  |  |  |
| 13. | Has robust mechanisms for tracking change progress and frequently reviews these. |  |  |  |  |
| 14. | Has personally recognised and rewarded people for committing to the changes. |  |  |  |  |
| 15. | Has ensured that the current systems and processes align to the changes and don’t present barriers to implementation. |  |  |  |  |
| 16. | Uses the formal performance management system to reinforce the project objectives. |  |  |  |  |
| 17. | Uses informal day to day reinforcement to support the project objectives. |  |  |  |  |
| 18. | Places stronger emphasis on rewards for success than on punishment for failure. |  |  |  |  |

Change Agent(s)

1 = Strongly Disagree

2 = Disagree

3 = Unsure

4 = Agree

5 = Strongly Agree

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| The person responsible for the implementation of this initiative (e.g. Project Manager / team)… | | 1 | 2 | 3 | 4 | 5 |
| 1. | Is experienced and viewed as a high performer and not just someone who was available. |  |  |  |  |  |
| 2. | Has a history and reputation for achieving results. |  |  |  |  |  |
| 3. | Has demonstrated full personal commitment to the objectives of the project. |  |  |  |  |  |
| 4. | Has high level of trust and respect with the Sponsor. |  |  |  |  |  |
| 5. | Has a high level of trust and respect with the stakeholders impacted by the project. |  |  |  |  |  |
| 6. | Can allocate sufficient time and personal resources to this project. |  |  |  |  |  |
| 7. | Has broad company knowledge across various functions. |  |  |  |  |  |
| 8. | Has strong technical/business knowledge of the content of the project. |  |  |  |  |  |
| 9. | Is skilled in the application of change management principles. |  |  |  |  |  |
| 10. | Has strong awareness of how people and organisations change. |  |  |  |  |  |
| 11. | Is highly sensitive to company politics and culture with the ability to leverage these positively. |  |  |  |  |  |
| 12. | Is well connected to informal company networks as well as being able to work in the formal channels. |  |  |  |  |  |
| 13. | Has strong oral and written communication skills. |  |  |  |  |  |
| 14. | Has strong diagnostic and analytical skills in order to understand and manage project information and data. |  |  |  |  |  |
| 15. | Has strong interpersonal skills especially influencing. |  |  |  |  |  |
| 16. | Is a strong team player, comfortable leading or following when necessary. |  |  |  |  |  |
| 17. | Retains balance and judgement when under stress. |  |  |  |  |  |
| 18. | Is an active listener who is sensitive to issues especially from those impacted by the project. |  |  |  |  |  |
| 19. | Is tenacious about what needs to be done and not easily put off when barriers are encountered. |  |  |  |  |  |
| 20. | Inspires and drives the project team towards its goals whilst being sensitive to overload and burnout signals. |  |  |  |  |  |