**Change Health-check**



Answer the questions below by ticking the appropriate box

 1 = Strongly Disagree

 2 = Disagree

 3 = Unsure

 4 = Agree

 5 = Strongly Agree

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Defining the Change** | 1 | 2 | 3 | 4 | 5 |
| 1. | The project and its objectives have been clearly defined and a project initiation document has been agreed. |  |  |  |  |  |
| 2. | The Authorising Sponsor to whom all impacted people report is fully committed to the initiative and is clear about his/her role. |  |  |  |  |  |
| 3. | Change Agent(s) or a Project Manager (and team) have been appointed. |  |  |  |  |  |
| 4. | A compelling business case and rationale for the project has been established and clearly communicated to stakeholders. |  |  |  |  |  |
|  **Leadership Culture Alignment**  |
| 5. | A strong awareness of the leadership culture/sub-cultures in the organisation has been developed. |  |  |  |  |  |
| 6. | The likely cultural issues associated with the project have been identified. |  |  |  |  |  |
| 7. | The elements of the culture that align well to the project are being exploited. |  |  |  |  |  |
| 8. | The elements of the culture that present barriers to project success are being managed and minimised where possible.  |  |  |  |  |  |
|  **Change Readiness**  |
| 9. | An assessment has been made of the current readiness for change. |  |  |  |  |  |
| 10. | The current initiative load in the organisation is being managed effectively. |  |  |  |  |  |
| 11. | The organisation’s resilience to change is at a level that is conducive to this initiative succeeding. |  |  |  |  |  |
| 12. | In general this initiative is being taken seriously and being given the appropriate attention by all stakeholders. |  |  |  |  |  |
|  **Sponsorship**  |
| 13. | The Authorising Sponsor of the initiative is openly supporting the initiative through formal and informal communications. |  |  |  |  |  |
| 14. | The Authorising Sponsor is ‘modelling the way’ and showing high profile support through his or her personal actions. |  |  |  |  |  |
| 15. | The Authorising Sponsor is reinforcing the changes through formal and informal reward and recognition. |  |  |  |  |  |
| 16. | Systems and processes are being modified appropriately to align to the changes. |  |  |  |  |  |

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|  **Change Agents**  | 1 | 2 | 3 | 4 | 5 |
| 17. | The change agents (project managers and team) are widely acknowledged as the best people to achieve project success. |  |  |  |  |  |
| 18. | They have the technical capability and/or business experience to deliver the objectives. |  |  |  |  |  |
| 19. | They are influential and engage positively with all those impacted. |  |  |  |  |  |
| 20. | They are all fully committed to the initiative and show tenacity and resilience when they encounter obstacles. |  |  |  |  |  |
|  **Appropriate Change Approach** |
| 21. | The Authorising Sponsor has a good awareness of the different approaches that may be utilised to implement change. |  |  |  |  |  |
| 22. | There has been a conscious decision made with sound reason to use either the transition or hammer approach.  |  |  |  |  |  |
| 23. | The consequences of utilising this approach are fully recognised and are being managed. |  |  |  |  |  |
| 24. | The change approach is being used with openness and justification. |  |  |  |  |  |
|  **Building Commitment** |
| 25. | The Authorising Sponsor has been reinforcing the initiative with his/her direct reports. |  |  |  |  |  |
| 26. | Commitment to the project is progressing well with full commitment from everyone at each level. |  |  |  |  |  |
| 27. | Commitment mapping has been used to identify ‘black holes’ and this information has been fed back to the Authorising Sponsor. |  |  |  |  |  |
| 28. | Stakeholder analysis has been conducted and actions are being taken to engage those showing apathy or resistance. |  |  |  |  |  |
|  **Support Infrastructure** |
| 29. | The project team have adequate resources and facilities to ensure success. |  |  |  |  |  |
| 30. | Associated business processes and technology requirements are keeping pace with the changes being implemented.  |  |  |  |  |  |
| 31. | Training and development requirements are keeping pace with the changes. |  |  |  |  |  |
| 32. | Other business functions that need to play a part are contributing the required time and resources. |  |  |  |  |  |
|  **Critical Mass Effect** |
| 33. | There is a significant number of high profile, influential people who have become reinforcing sponsors of the project.  |  |  |  |  |  |
| 34. | A strong network of committed stakeholders is being built and they are in frequent contact with each other.  |  |  |  |  |  |
| 35. | Strong peer pressure is being exerted on those who are apathetic or resisting the changes. |  |  |  |  |  |
| 36. | The project has delivered some quick wins/early successes, and these are being used as leverage for further success. |  |  |  |  |  |