

Change Readiness

Factor	Questions/Considerations	When Factor Is Absent Or Lacking
Vision	<input type="checkbox"/> Is there a clear picture of the future – <i>after the change</i> ? <input type="checkbox"/> Is there a compelling case for support?	Confusion
Options	<input type="checkbox"/> Have we made our decision making process and all options considered visible? <input type="checkbox"/> Did we identify the criteria used in making the decision?	Mistrust
Involvement	<input type="checkbox"/> Are all the people affected involved in the process? <input type="checkbox"/> Is involvement more than input?	Resistance
Champion	<input type="checkbox"/> Have champion(s) been identified? <input type="checkbox"/> Are champions willing to do whatever is necessary to make the change a reality?	Short Life
Skills	<input type="checkbox"/> Have we identified what new skills and training are needed? <input type="checkbox"/> Are performance expectations clear?	Anxiety
Support	<input type="checkbox"/> Are leaders supportive of the change and aware of the issues? <input type="checkbox"/> Are middle managers supportive of the change and aware of the issues?	No Life
Resources	<input type="checkbox"/> Are we committed to spending the <i>money</i> necessary to make the change a reality? <input type="checkbox"/> Are we willing to spend the <i>time</i> necessary to make the change a reality?	Frustration
Incentive	<input type="checkbox"/> Have we answered the “what’s in it for me” questions? <input type="checkbox"/> Have we identified recognition opportunities?	Gradual Change
Action Plan	<input type="checkbox"/> Have we developed a detailed plan for implementing the change? <input type="checkbox"/> Have we identified potential change implementation problems?	False Starts
Communications Plan	<input type="checkbox"/> Have we identified what the talking points are for the change and who should make the presentation? <input type="checkbox"/> Have we identified who needs to know about the change?	Misinformation
Trust	<input type="checkbox"/> Have we fully disclosed the reasons for the change? <input type="checkbox"/> Have we been honest with the people affected by the change?	Less Than Before
Culture	<input type="checkbox"/> Are people who initiate change appreciated? <input type="checkbox"/> Are people who resist or question change appreciated?	Resentment

A S S O C I A T I O N W O R K S

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